



2009-2010  
STUDENT  
HANDBOOK  
HANDBOOK  
STUDENT  
2009-2010



# Student Handbook

## 2009-2010

*This book belongs to:*

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Name

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Address

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City, State, Zip

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Phone

"LaGrange College is called through the United Methodist Church to challenge the minds and inspire the souls of students by improving their creative, critical and communicative abilities in a caring and ethical community."

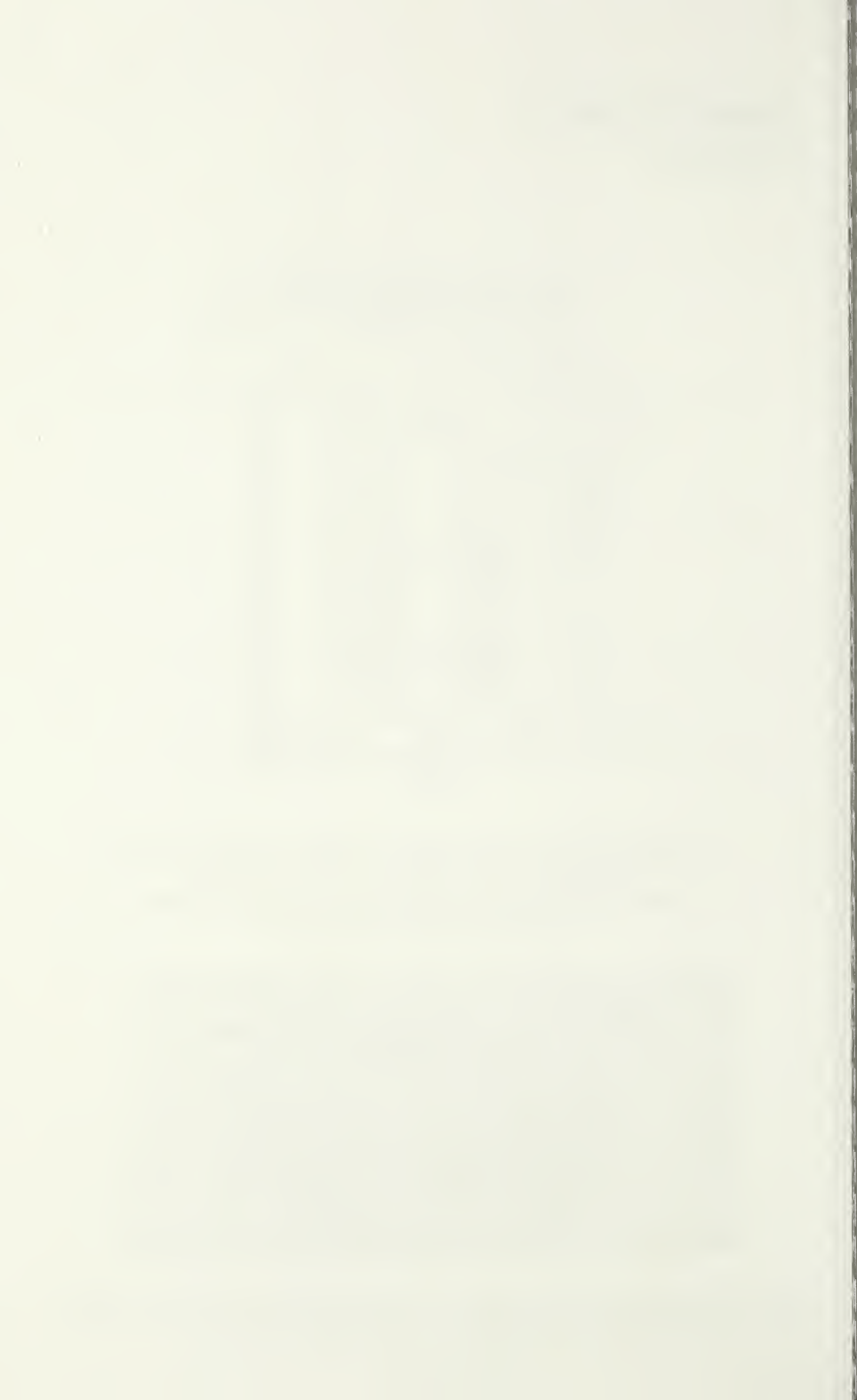
### 2009 - 2010 Panther Planner

LaGrange College

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# STUDENT HANDBOOK 2009 - 2010

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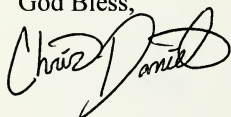
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## Welcome

As President of the Student Government Association, I would like to extend a warm welcome to both new and returning students to our 179th academic year at LaGrange College. Ahead of us is one of the most pivotal years in our college history as our new president, Dr. Dan McAlexander, takes office. This will be a year of many exciting events, challenges, and changes for us all. After the addition of the Frank and Laura Lewis Library, and the renovations to the William and Evelyn Banks Building, we see that our campus is rapidly growing. As our campus continues to grow, I encourage you to take advantage of the outstanding range of opportunities for personal growth, eternal friendships, and academic challenges. LaGrange College is an institution that prides itself in being a big family. And this family—our family—provides each and every one of us with a number of chances to make a difference. I encourage each of you to get involved and find your niche on campus now! It could be playing for one of our 15 athletic teams, being a part of religious life, becoming a brother or sister in one of our six Greek organizations, taking part in our Student Government Association, joining in on the many service projects on and off campus, or even expressing yourself through art, music, or acting. The opportunities available for all students to have a mission on this campus are never-ending. The experiences that LaGrange College provides are unlike any other school. Our college is comprised of a close-knit, caring and ethical community of individuals all striving to attain the same goal of educating ourselves and becoming better men and women by challenging our minds and inspiring our souls.

So, as your student body president, classmate, and friend, I again welcome you and ask that you join me in making this 2009-2010 academic year unforgettable. I wish you a blessed year and may all your years here on the Hill be filled with academic enlightenment, life-long relationships, and unforgettable memories to carry with you forever.

God Bless,

A handwritten signature in black ink, appearing to read "Chris Daniel". The signature is stylized with a large, sweeping "C" and a long, horizontal stroke extending to the right.

Chris Daniel





**CAMPUS BUILDINGS AND GROUNDS**

- |                               |                                 |
|-------------------------------|---------------------------------|
| 1. Banks Building             | 18. Hawkins Hall                |
| 2. Chapel                     | 19. Candler Residence Hall      |
| 3. Callaway Science Building  | 20. Mitchell Building           |
| 4. Mauger Building            | 21. Sunny Gables Alumni House   |
| 5. Hawkes Hall                | 22. President's Home            |
| 6. Callaway Academic Building | 23. Price Theater               |
| 7. Quillian Building          | 24. Lamar Dodd Art Center       |
| 8. Smith Hall                 | 25. Cleveland Field             |
| 9. Pitts Residence Hall       | 26. Callaway Education Building |
| 10. Pedestrian Bridge         | 27. Nick Allen Pavilion         |
| 11. Lewis Library             | 28. Football Practice Field     |
| 12. Pitts Dining Hall         | 29. Tennis Courts               |
| 13. Candler Cottage           | 30. Softball Complex            |
| 14. Boatwright Hall           | 31. Hudson Natatorium           |
| 15. Turner Hall               | 32. Soccer Field                |
| 16. Henry Residence Hall      | 33. Callaway Auditorium         |
| 17. Mariotti Gymnasium        | 34. Callaway Stadium            |

## Campus Hours

<b>Administration Offices</b> .....	Monday – Friday .....	8:00 a.m. – 5:00 p.m.
<b>Bookstore</b> .....	Monday – Thursday .....	8:30 a.m. – 4:00 p.m.
	Friday .....	8:30 a.m. – 2:00 p.m.
	Summer and Holidays .....	8:30 a.m. – 12:00 p.m.
<b>Cafeteria</b> .....	<i>Breakfast</i>	
	Monday – Friday .....	7:30 a.m. – 9:00 a.m.
	Saturday and Sunday .....	8:00 a.m. – 9:00 a.m.
	<i>Lunch</i>	
	Monday – Friday .....	11:30 a.m. – 1:00 p.m.
	Saturday .....	11:30 a.m. – 12:30 p.m.
	Sunday .....	11:30 a.m. – 1:00 p.m.
	<i>Dinner</i>	
	Monday – Thursday .....	5:00 p.m. – 7:30 p.m.
	Friday, Saturday and Sunday .....	5:00 p.m. – 6:30 p.m.
<b>Copy Center</b> .....	Monday – Friday .....	8:00 a.m. – 5:00 p.m.
<b>CEB Fitness Center</b> .....	Monday – Thursday .....	8:00 a.m. – 9:00 p.m.
	Friday .....	8:00 a.m. – 5:00 p.m.
	Saturday and Sunday .....	closed
<b>Simpson Fitness Center</b> .....	Monday – Thursday .....	8:00 a.m. – 10:00 p.m.
	Friday .....	8:00 a.m. – 5:00 p.m.
	Saturday .....	10:00 a.m. – 3:00 p.m.
	Sunday .....	2:00 p.m. – 10:00 p.m.
<b>Banks Library</b> .....	<i>Fall-Spring Semesters</i>	
	Monday – Thursday .....	8:00 a.m. – 11:00 p.m.
	Friday .....	8:00 a.m. – 5:00 p.m.
	Saturday .....	1:00 p.m. – 5:00 p.m.
	Sunday .....	2:00 p.m. – 10:00 p.m.
	<i>Summer Semester</i>	
	Monday – Thursday .....	8:00 a.m. – 9:00 p.m.
	Friday .....	8:00 a.m. – 5:00 p.m.
	Saturday .....	Closed
	Sunday .....	6:00 p.m. – 9:00 p.m.
	<i>Non-Session Hours</i>	
	Monday – Friday .....	8:00 a.m. – 5:00 p.m.
	Saturday – Sunday .....	Closed
<b>Tutoring Center</b> .....	Sunday – Thursday .....	6:00 p.m. – 9:00 p.m.
<b>Writing Lab</b> .....	call 880-8285	
<b>Natatorium</b> .....	<i>Lap swimming</i>	
	Monday – Friday .....	12:00 p.m. – 1:30 p.m.
	Tuesday and Thursday .....	6:30 a.m. – 8:00 a.m.
	<i>Recreational Swimming</i>	
	Monday – Thursday .....	5:00 p.m. – 7:00 p.m.
	Saturday and Sunday .....	2:00 p.m. – 4:00 p.m.
<b>Post Office</b> .....	<i>Mail Box Area</i> .....	Open 24 hours
	<i>Office</i> 880-8287.....	M-F, 8:00 a.m. – 5:00 p.m.





# STUDENT HANDBOOK 2009 - 2010

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## 2009 - 2010 Academic Calendar

### August 2009

#### Fall Semester (63 Class Days)

- 24.....New students move in - First Week begins
- 24.....Math placement test for all new students, Jolly Room, Science Building
- 24-28 .....First Week
- 25.....First Year Student Assessment
- 27.....First Year Student Assessment
- 31.....First Year Student Assessment
- 31.....Residence Hall open - returning students move-in
- 31.....Registration for new and returning Day students not prepaid. Advisors for first year, transfer and readmitted students are available.
- 31.....Work aid and work study time sheets due

### September 2009

- 1.....First Year Student Assessment
- 1.....Fair on the Quad
- 2.....All Classes begin
- 2.....Opening Convocation
- 7.....Labor Day - College Closed
- 9.....End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.
- 19.....Fall Visitation Day 1
- 25-27 .....Fall Family Weekend
- 28-Oct 1 ...Interim Term 2010 Pre-Registration
- 30.....Work aid and work study time sheets due

# STUDENT HANDBOOK 2009 - 2010

# LAGRANGE COLLEGE

## 2009 - 2010 Academic Calendar

### October 2009

- 6.....Named Annual and Loyalty Fund Scholarships Luncheon  
15 - 16 .....Fall Break—No Classes  
19.....MidTerm  
21.....Last day to withdraw from a class with an automatic “W”  
23-25 .....2009 Homecoming  
27.....Senior Assessment  
26-30 .....Faculty Advising Week  
30.....Senior Assessment  
30.....Work aid and work study time sheets due

### November 2009

- 1.....Daylight Savings Time Ends  
2-6 .....Pre-registration for Day students. Students completing degree requirements by end of  
Fall, Jan, or Spring terms should file petitions for graduation with the Registrar. Advisors  
available.  
14.....Fall Visitation Day 2  
24.....Last Day of Classes before Thanksgiving Break  
25-27 .....Thanksgiving Break - no classes  
26-27 .....Holiday - College Closed  
30.....Work aid and work study time sheets due  
30.....Classes resume after Thanksgiving Break  
30- Dec. 4.Celebrate the Servant  
30.....Celebration of Servant-Leadership, Chapel

### December 2009

- 1.....Service of Celebration and Recognition, Chapel  
6.....A Festival of Nine Lessons and Carols, Callaway Auditorium  
7.....Last Day of Fall Term Classes for Day College  
8.....EXAMS 8:00-11:00 AM 7:20 MWF  
EXAMS 11:30-2:30 PM 4:00/4:30 TR  
9.....EXAMS 8:00-11:00 AM 8:00/8:30 MWF  
EXAMS 11:30-2:30 PM 1:40 MWF  
EXAMS 3:00-6:00 PM 2:50 MWF



# STUDENT HANDBOOK 2009 - 2010

## 2009 - 2010 Academic Calendar

10.....	EXAMS	8:00-11:00 AM	9:40 TR
	EXAMS	11:30-2:30 PM	1:00 TR
	EXAMS	3:00-6:00 PM	2:40 TR
11.....	EXAMS	8:00-11:00 AM	8:00 TR
	EXAMS	11:30-2:30 PM	10:50 MWF
	EXAMS	3:00-6:00 PM	4:00/4:30 MWF
12.....	EXAMS	8:00-11:00 AM	9:40 MWF
	EXAMS	11:30-2:30 PM	12:30 MWF
18.....	Grades due		
24-28 .....	Holiday - College Closed		
29.....	Administrative offices open		
31.....	Work aid and work study time sheets due.		

### January 2010

#### Interim Term (17 Class Days)

1.....	New Year's Holiday - College Closed
3.....	Residence halls open
4.....	Registration for new and returning Day students.
4.....	Mandatory First Meeting for classes.
5.....	End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.
13.....	Last day to withdraw from a class with an automatic "W"
13.....	MidTerm
18.....	Martin Luther King, Jr. Day - College Closed.
27.....	Last day of class
28.....	Math placement test for all new students, Jolly Room, Science Building
28.....	Day program registration for new and returning students not prepaid. Advisors for first year, transfer and readmitted students are available.
29.....	RN Pre-Admission Examination for Sims Scholarship
29.....	Work aid and work study time sheets due

# STUDENT HANDBOOK 2009 - 2010

# LAGRANGE COLLEGE

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## 2009 - 2010 Academic Calendar

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### February 2010

#### Spring Semester (63 Class Days)

- 1.....Classes begin
- 3.....Interim Term Grades due
- 3.....Spring Semester First Year Student Assessment
- 5.....End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.
- 13.....Scholarship Competition
- 20.....Make-up for snow, if necessary, for Day and Evening classes
- 26.....Work aid and work study time sheets due

### March 2010

- 2.....Endowed Scholarship Luncheon
- 6.....Spring Visitation Day
- 14.....Daylight Savings Time Begins
- 15.....MidTerm
- 15-19 .....Academic Integrity Week
- 17.....Last day to withdraw with an automatic "W"
- 20.....Fine Arts Scholarship Day
- 22-26 .....Faculty Advising Week
- 22-26 .....Senior Assessment Week
- 27.....Accepted Student Day
- 29-April 2.Pre-registration for Day students. Students completing degree requirements in summer or fall should file petitions for graduation with the Registrar. Advisors available.
- 31.....Work aid and work study time sheets due

### April 2010

- 2.....Good Friday-Half Day -College Closed at Noon
- 4.....Easter
- 5-9 .....Spring Break - No Classes
- 19-22 .....Interim Term 2011 Travel Pre-Registration
- 24.....Junior Visitation Day
- 30.....Honors Day begins at 2:30 pm
- 30.....Work aid and work study time sheets due



# STUDENT HANDBOOK 2009 - 2010

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## 2009 - 2010 Academic Calendar

### May 2010

- 1.....May Day
- 3-4 .....Student Room Lottery, Assembly Room
- 5.....Last Day of Classes for Day Program
- 6.....National Day of Prayer
- 6.....Reading Day
- 7.....EXAMS    8:00-11:00 AM    9:40 MWF  
                  EXAMS    11:30-2:30 PM    12:30 MWF  
                  EXAMS    3:00-6:00 PM    4:00/4:30 TR
- 8.....EXAMS    8:00-11:00 AM    8:00/8:30 MWF  
                  EXAMS    11:30-2:30 PM    1:40 MWF  
                  EXAMS    3:00-6:00 PM    4:00/4:30 MWF
- 10.....EXAMS    8:00-11:00 AM    9:40 TR  
                  EXAMS    11:30-2:30 PM    1:00 TR  
                  EXAMS    3:00-6:00 PM    2:40 TR
- 11.....EXAMS    8:00-11:00 AM    8:00 TR  
                  EXAMS    11:30-2:30 PM    10:50 MWF  
                  EXAMS    3:00-6:00 PM    2:50 MWF
- 12.....EXAMS    8:00-11:00 AM    7:20 MWF
- 13.....Grades for Graduating Seniors Due by Noon
- 13.....Nurses' Pinning Ceremony
- 14.....Graduation rehearsal, faculty marshals and student marshals attend
- 14.....Senior brunch; faculty and staff are invited.
- 14.....Baccalaureate Reception, Sunny Gables Alumni House
- 14.....Baccalaureate at First United Methodist Church. All faculty should plan to attend.
- 14.....Grades for those not graduating due at 5:00 p.m.
- 15.....Graduation on Residential Quadrangle. All faculty should plan to attend.

# STUDENT HANDBOOK 2009 - 2010

# LAGRANGE COLLEGE

## 2009 - 2010 Academic Calendar

### May 2010.Summer I Term 2010

- 24.....Residence halls open
- 24.....Math placement test for all new students, Jolly Room, Science Building
- 24.....Registration
- 25.....All classes meet
- 26.....End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.
- 28.....Work aid and work study time sheets
- 31.....Memorial Day Holiday - College Closed

### June 2010

- 9.....Last day to withdraw from a class with an automatic "W"
- 9.....MidTerm
- 24.....Last Day of Classes
- 28.....Exams during class times 7:30 & 9:30 classes
- 29.....Exams during class times 12:00 & 2:00 classes
- 30.....Summer I Grades due by Noon
- 30.....Work aid and work study time sheets due.

### July 2010 .Summer II Term 2010

- 1.....Math placement test for all new students, Jolly Room, Science Building
- 1.....Registration
- 1.....Residence halls open
- 2.....All classes meet
- 5.....July 4th Holiday - College Closed
- 6.....End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.
- 19.....Last day to withdraw from a class with an automatic "W"
- 19.....MidTerm
- 30.....Work aid and work study time sheets due.

### August 2010

- 3.....Last Day of Classes
- 4.....Exams during class times 7:30 & 9:30 classes
- 5.....Exams during class times 12:00 & 2:00 classes
- 6.....Summer II Grades due by Noon





# Evening College Academic Calendar

19.....	Opening Session
19-21 .....	Faculty Institute
20.....	President's Buffet
25.....	5:30 PM      New Student Orientation
27.....	5:30 PM      Mathematics/English placement testing, Bailey Room

1.....	6:00 PM	Fair on the Quad
2.....	10AM-4:00PM	Registration for new and returning students not prepaid
.....	7:00 PM	Opening Convocation
3.....	10AM- 6:00PM	Registration for new and returning students not prepaid
7.....	Labor Day - College closed	
8.....	5:50 PM	Fall quarter begins
15.....	5:00 PM	Drop/add and late registration ends. No refund for individual classes dropped after this date.
15.....	Syllabi due to Dean's Office.	
15.....	Graduation Petitions due for seniors completing requirements end of fall quarter.	
18.....	Official Day of Record	
30.....	Last day to withdraw from a fall quarter class with an automatic "W"	

7, 8..... Midterm examinations  
14, 15..... Fall Break-no classes. Administrative Offices open.  
19..... Deficiency notices due  
23..... Last day to withdraw from a fall quarter class  
23-25 ..... Homecoming Weekend  
27-30 ..... Pre-registration for winter 2010 quarter

10-11 ..... Final examinations during class

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## Evening College Academic Calendar

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- 11..... Fall quarter ends  
16..... 5:30 PM      Fall Enrichment Term begins  
20..... 12:00 PM      Fall quarter grades due in Registrar's office  
25..... Thanksgiving Break-no classes; administrative offices open  
26-27 ..... Thanksgiving Break Administrative Offices Closed  
30- Dec. 4..... Celebrate the Servant Week  
30..... 7:00 PM      Celebration of Servant-Leadership, Chapel

### December 2009

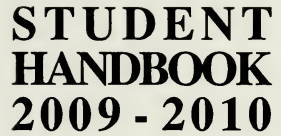
- 10..... Fall Enrichment final examinations; term ends  
16..... 5:30 PM      New Student Orientation  
18..... 12:00 PM      Fall Enrichment grades due in Registrar's office  
21..... 5:30 PM      Mathematics/English placement testing, Bailey Room  
24-28 ..... Holiday for administration and staff- College Closed  
30..... 10 AM – 6:00 PM Registration for new and returning students not prepaid

### January 2010

- 4..... 10AM-6PM      Registration for new and returning students not prepaid  
4..... 5:50 PM      Winter quarter begins  
11..... Drop/add and late registration ends. No refund for individual classes dropped  
   after this date.  
11..... Syllabi due to Dean's Office.  
11..... Graduation Petitions due for seniors completing requirements end of winter  
   quarter.  
18..... Martin Luther King, Jr. Day - College Closed  
19..... Day of Record  
22..... Last day to withdraw from a winter quarter class with an automatic "W"

### February 2010

- 1-2 ..... Midterm examinations  
8..... Deficiency notices due



16-19 ..... Pre-registration for spring 2010 quarter  
19..... Last day to withdraw from a winter quarter course  
24..... 5:30PM      New Student Orientation

2.....	Math/English Placement testing, Bailey room 5:30pm
4.....	Final examinations for Tuesday/Thursday classes
8.....	Final examination for Monday/Wednesday classes.
8.....	Winter quarter ends
10.....	5:50 PM        Spring Quarter begins
12.....	Winter quarter grades due
18.....	5:00 PM        Drop/ add and late registration ends. No refund for individual classes dropped after this date.
18.....	Syllabi due to Dean's Office.
18.....	Graduation Petitions due for seniors completing requirements end of spring quarter
25.....	Day of Record

2.....	Last day to withdraw from a spring quarter class with an automatic W	
5-9 .....	Spring Break -no classes; Administrative Offices open	
12-13 .....	Midterms examinations	
19.....	Deficiency notices due	
23.....	4:30 PM	Alpha Sigma Lambda Honor Society, Sunny Gables
23.....	Last day to withdraw from a spring course	
27-30 .....	Pre- registration for 2010 summer and fall quarters and Fall Enrichment term	
30.....	2:30 PM	Honors Day

10-11 ..... Final examinations during class  
11..... Spring quarter ends

# STUDENT HANDBOOK 2009 - 2010

# LAGRANGE COLLEGE

## Evening College Academic Calendar

13.....	12:00 PM	Grades due to Registrar for graduating seniors 12:00
14.....	9:30 AM	Graduation Rehearsal followed by Senior Brunch
14.....	3:00 PM	Baccalaureate Reception, Sunny Gables
14.....	5:00 PM	Spring quarter grades due for students not graduating
14.....	5:00 PM	Baccalaureate Service, First Methodist Church
15.....	8:30 AM	Commencement Ceremony on Lower Quadrangle
26.....	5:30 PM	New Student Orientation
27.....	5:30 PM	Math/English Placement testing, Bailey room
31.....		Memorial Day – College Closed

### June 2010

1.....	5:50PM	Summer quarter begins
9.....	5:00PM	Drop/add and late registration ends. No refund for individual classes dropped after this date. Syllabi due to Dean's Office. Graduation Petitions due for seniors completing requirements end of summer quarter.
18.....		Last day to withdraw from a summer class with automatic "W"
24.....		Midterm examinations
30.....		Last day to withdraw from a summer term class

### July 2010

5.....		Celebration of July 4th holiday – no classes
15.....		Final Examinations during class. Summer term ends.
23.....		Summer quarter grades due in Registrar's office by 12:00 pm



# STUDENT HANDBOOK 2009 - 2010

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## 2009-2010 Dining Hall Holiday Calendar

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9/7/09 .....	Labor Day: Dining Hall open for Brunch @ 11:00 a.m. close @ 6:30 p.m.
10/15/09-10/16/09 .....	Fall Break: Dining Hall open for Brunch @ 11:00 a.m. close @ 6:30 p.m.
11/24/09 .....	Last Day of Class: Breakfast & Lunch Closed at 1:00 p.m.
11/25/09-11/27/09 .....	Thanksgiving: Closed
11/29/09 .....	Open for Dinner
12/11/09 .....	Dinner last meal Served
12/12/09 - 1/2/09 .....	Christmas Break: Closed
1/3/09 .....	Open for Dinner
1/18/10 .....	Martin Luther King Jr Day: Dining Hall open for Brunch @ 11:00 a.m. close @ 6:30 p.m.
1/28/10-1/30/10 .....	Dining Hall open for Brunch @ 11:00 a.m. close @ 6:00 p.m.
1/31/10 .....	Dining Hall open for Brunch @ 11:00 a.m. close @ 6:30 p.m.
4/2/10 .....	Dinner - 5:00 - 6:00 p.m.
4/3/10-4/9/10 .....	Spring Break: Closed
4/11/10 .....	Open for Dinner
5/13/10 .....	Last Day for Student: Dinner Close @ 6:00 p.m.
5/14/10 .....	Graduation Rehearsal    Brunch

## Summary of Cultural Events

9/10/09 .....	Georgia Guitar Quartet	7:30 p.m.	Callaway Auditorium
9/15/09 .....	French Film Festival - Cyrano de Bergerac	6:30 p.m.	Lewis Library Auditorium
9/22/09 .....	Grand Opera Hits	7:30 p.m.	Callaway Auditorium
9/24/09 .....	The Civil War In Georgia	11:15 a.m.	Callaway Auditorium
9/29/09 .....	Faith & The Environment	11:15 a.m.	Dickson Assembly Room
10/6/09 .....	Quantum Reality and Ethics: On the Foundation of Ethics in Cosmic Order.	11:15 a.m.	Bailey Room
10/7/09 .....	African Communalism, Religious Fluidity and HIV/AIDS in Botswana	11:30 a.m.	Lewis Library Auditorium
10/10/09 .....	Aspects of Japanese Culture	11:15 a.m.	Lamar Dodd Art Center
10/13/09 .....	French Film Festival - The Battle of Algiers	6:30 p.m.	Lewis Library Auditorium
10/20/09 .....	On Beauty	11:15 a.m.	Dickson Assembly Room
10/20/09 .....	Oikos Faculty Lecture Series on Sustainability - Sustainability in the Tropics	11:15 a.m.	Jolly Room, Callaway Science Building
10/22/09 .....	The Civil War In Georgia	11:15 a.m.	Callaway Auditorium
10/22/09 .....	Looking at the tiny guys: How might we 'see' atoms?	11:20 a.m.	Science Building Jolly Room
10/23/09 .....	Wall of Outstanding Alumni Forum	11:15 a.m.	TBA
10/23/09 .....	Brigadoon	7:30 p.m.	Price Theater
10/24/09 .....	Football vs. Westminster	1 p.m.	Callaway Stadium
10/24/09 .....	Brigadoon	7:30 p.m.	Price Theater
10/25/09 .....	Brigadoon	7:30 p.m.	Price Theater
10/27/09 .....	The Lore, Tartan and Pipes of the Highlands	11:15 a.m.	Price Theater
10/27/09 .....	Sorcerers, Witches and Things	7:30 p.m.	Callaway Auditorium
10/28/09 .....	Mock Hearing- Honor Code	11:15 a.m.	TBA
10/30/09 .....	Brigadoon	7:30 p.m.	Price Theater





# STUDENT HANDBOOK 2009 - 2010

## Summary of Cultural Events

10/31/09 .....	Brigadoon	2:30 p.m.	Price Theater
10/31/09 .....	Brigadoon	7:30 p.m.	Price Theater
11/1/09 .....	Brigadoon	2:30 p.m.	Price Theater
11/3/09 .....	Callaway Concert Series	7:30 p.m.	Callaway Auditorium
11/5/09 .....	Bananas, Canals and Gunboats	7:30 p.m.	Lewis Library Auditorium
11/10/09 .....	Movie TBA	6 p.m.	Dickson Assembly Room
11/12/09 .....	French Film Festival - The Widow of St. Pierre	6:30 p.m.	Lewis Library Auditorium
11/19/09 .....	The Civil War In Georgia	11:15 a.m.	Callaway Auditorium
11/19/09 .....	Women and Globalization: Nannies & Maids in the New Economy	11:15 a.m.	Lewis Library Multi-Media Room (3rd floor)
12/2/09 .....	Proof	7:30 p.m.	Price Theater Black Box
12/3/09 .....	Proof	7:30 p.m.	Price Theater Black Box
12/4/09 .....	Proof	7:30 p.m.	Price Theater Black Box
12/5/09 .....	Proof	2:30 p.m.	Price Theater Black Box
12/5/09 .....	Proof	7:30 p.m.	Price Theater Black Box
12/6/09 .....	Proof	2:30 p.m.	Price Theater Black Box
12/6/09 .....	Festival of Nine Lessons and Carols	7:30 p.m.	Callaway Auditorium
1/16/10 .....	Swimming	10 a.m.	Natatorium
2/1/10 .....	21st National African- American Read-In	4 p.m.	Dickson Assembly Room
2/5/10 .....	Callaway Concert Series	7:30 p.m.	Callaway Auditorium
2/9/10 .....	In the Interim	11:15 a.m.	Dickson Assembly Room
2/16/10 .....	Faculty Concert	7:30 p.m.	Callaway Auditorium
2/18/10 .....	Women's Basketball vs. Huntingdon	6 p.m.	Mariotti Gymnasium
2/18/10 .....	Men's Basketball vs. Huntingdon	8 p.m.	Mariotti Gymnasium
2/25/10 .....	French Film Festival - A Tale of Two Cities	6:30 p.m.	Lewis Library Auditorium

## Summary of Cultural Events

3/2/10 .....	Japanese Tea Ceremony	11:15 a.m.	Bailey Room
3/5/10 .....	Azalea Storytelling Festival	varies	Callaway Auditorium
3/6/10 .....	Azalea Storytelling Festival	varies	Callaway Auditorium
3/7/10 .....	Azalea Storytelling Festival	varies	Callaway Auditorium
3/11/10 .....	Children's Author, Jo Kittinger	11:15 a.m.	Dickson Assembly Room
3/16/10 .....	Children's Author, Jo Kittinger	11:15 a.m.	Dickson Assembly Room
3/16/10 .....	Viva Mozart	7:30 p.m.	Callaway Auditorium
3/18/10 .....	The Laramie Project	7:30 p.m.	Price Theater
3/19/10 .....	The Laramie Project	7:30 p.m.	Price Theater
3/20/10 .....	The Laramie Project	7:30 p.m.	Price Theater
3/22/10 .....	Callaway Concert Series	7:30 p.m.	Callaway Auditorium
3/23/10 .....	The Laramie Project, The Matthew Shepard Act, Hate Crime In America	11:15 a.m.	Price Theater
3/23/10 .....	French Film Festival - Indochine	6:30 p.m.	Lewis Library Auditorium
3/24/10 .....	The Laramie Project	7:30 p.m.	Price Theater
3/25/10 .....	The Laramie Project	7:30 p.m.	Price Theater
3/26/10 .....	The Laramie Project	7:30 p.m.	Price Theater
3/27/10 .....	The Laramie Project	7:30 p.m.	Price Theater
4/6/10 .....	French Film Festival - Changing Times	6:30 p.m.	Lewis Library Auditorium
4/13/10 .....	Voices of Spring	7:30 p.m.	Callaway Auditorium
4/15/10 .....	The Black Robe	6 p.m.	Dickson Assembly Room
4/16/10 .....	Baseball vs. Piedmont College	7 p.m.	Cleveland Field
4/18/10 .....	Spring Concert	7:30 p.m.	Callaway Auditorium
4/20/10 .....	New Music Festival Lecture Callaway Education Building	11:15 a.m.	Callaway Concert Hall,
4/20/10 .....	Projected Effects of Climate Change on Regional Water Resources	11:15 a.m.	Dickson Assembly Room



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## Summary of Cultural Events

4/20/10 .....	New Works Concert	7:30 p.m.	Callaway Auditorium
4/22/10 .....	Art Song Festival	11:15 a.m.	Callaway Concert Hall, Callaway Education Building
4/22/10 .....	Art Song Festival	7:30 p.m.	Callaway Auditorium
4/27/10 .....	On Beauty	11:15 a.m.	Dickson Assembly Room
5/10/10 .....	AN EVENING OF DIRECTING CLASS ONE ACTS	6 p.m.	Price Theater
TBA.....	First Week Cornerstone	TBA	TBA TBA
TBA.....	The Road	TBA	Carmike Theater

**Welcome to  
The Student Handbook and Panther Planner**

**INTRODUCTION**

This document has been developed for you so that you have access to all the resources, schedules and information that you will need to make the most of your time at LaGrange College. This book has been divided into three parts. The first section of the planner is the Student Handbook. It describes the Honor Code, Social Code, Student Services, facilities information, and campus resources. The second section defines the rules for the Residence Halls. The third part of the book is the Student Government Association's Constitution and By-laws. The College community hopes that this handbook and resource guide will help you make the most of this exciting year.

**THE HONOR CODE**

**As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence. Recognizing the significance of personal integrity in establishing these ideals within our community, I pledge that I will not lie, cheat, steal, nor tolerate these unethical behaviors in others.**

The Honor Code is the responsibility of every student, faculty member, and staff member at LaGrange College. All members of the College community are needed to support the enforcement of the Code which prohibits lying, cheating, or stealing when those actions involve academic processes.

**Student Responsibilities**

- To be honest and truthful in all academic matters, abiding by the letter and spirit of the Honor Code
- To consult with the appropriate persons to clarify issues regarding plagiarism, the correct attribution of sources, the acceptable limits of proofreading or editing by others, and the allowable materials for examinations, reports, or any academic work
- To sign a pledge that no unauthorized aid has been given or received on any academic work
- To report any incident to the president of the Honor Council which is believed to be a violation of the Honor Code
- To cooperate when called upon by the Council to testify in a hearing.



# STUDENT HANDBOOK 2009 - 2010

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## Student Rights

- To be presumed innocent
- To a fair, impartial, and timely hearing
- To face and question any witnesses at a hearing
- To testify and present material on one's own behalf
- To a separate hearing upon request
- To subsequent appeal
- To be accompanied by a silent observer in a hearing. The Council president must be made aware of this person's name and relationship to the student twenty-four hours before the hearing. The observer's role is one of support, and this person will not be allowed to speak.

## Examples of Offenses

- Academic cheating - including but not limited to the unauthorized use of books or notes, copying, or collaboration on examinations or any graded coursework
- Plagiarism - the misuse of another person's words or ideas, presenting them as one's own, regardless of intent
- Lying or presenting false information related to any academic matter
- Forgery or misuse of official College documents
- Theft of college property related to academic work
- Aiding another in any of the above
- Failure to report a violation of the Honor Code
- Failure to appear before the Honor Council as requested
- Failure to maintain confidentiality regarding a case
- Any dishonest conduct related to Cultural Enrichment requirements, including but not limited to, taking credit for attendance when one has not attended, either in whole or in part, any event; aiding another in attempting to take credit for attending an event one has not attended.

## Chronology of a Reported Violation of the Honor Code

- Report the alleged violation to the president of the Honor Council. In consultation with the Vice President for Academic Affairs and Dean or the advisor to the Honor Council, the president of the Council will determine if sufficient evidence exists for a hearing. If the evidence is insufficient, the



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- president so notifies the party reporting the alleged violation. If there is sufficient evidence for a hearing, the president sets a date for the hearing. The president will inform the person or persons accused of the violation that a hearing will take place, stating the specific accusation, the place, date, and time of the hearing, and requesting the names of any persons who should be called as witnesses. Campus email and communication through the campus post office will be considered means of official correspondence to students from the Honor Council. Students are responsible for responding to these official means of communication.
- When a student accused of a violation does not appear for a preliminary interview when notified to do so, a hold will be placed on the student's transcript. A hold will also be placed on the transcript when it has been determined that the case will proceed to a hearing. This hold will be removed when the case has been resolved.
- The student may choose to self-report the violation in a letter to the Honor Council president. As a result, no hearing will be called, but the Honor Council will meet to determine the sanction. The student will be invited to meet with the Council and encouraged to address the Council before its deliberation to determine the sanction.
- The president presides at the hearing, after which the Honor Council votes to determine whether or not a violation has occurred. In the event of a tie, the president will cast the deciding vote. If the student is found not to have violated the Honor Code, the president and recorder destroy the recording of the proceedings and so inform the Vice President for Academic Affairs and Dean and the student in writing. If the student is found to have violated the Code, further deliberation by the Council determines the sanction to be imposed, and the student is notified in writing. The sanction is carried out by the Vice President for Academic Affairs and Dean.
- If a case cannot be heard before the end of the grading period, the instructor will submit the grade of NR until the Honor Council acts on the case.
- The Honor Council reserves the right to conduct a hearing in absentia when the accused student fails to appear as notified and directed.

## Appellate Procedure

Every person found to have violated the Honor Code has the right of subsequent appeal. Such appeal must be filed in writing within seven (7) days of notification of the sanction and is made to the Vice President for Academic Affairs and Dean. If the sanction determined by the Honor Council is an F in the course, the student will be dropped from the course seven (7) days after the student has been notified of the sanction unless an appeal is filed. The Appeals Board shall be the President of the SGA, the President of the Faculty Assembly, the Vice President for Academic Affairs and Dean, the Honor Council appeals representative, and a student at large selected by the Honor Council President and the Vice President for Academic Affairs and Dean. Such appeals are heard from the Honor Council summary, the recording of the hearing, and the written statement of the student requesting the appeal. Materials submitted as part of the case and the recording of the hearing will not be made available to the accused student. The Appeals Board has the authority to change the sanction in a case but is limited to the sanctions provided for in the policies of the Honor Code.





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## Sanctions

One of the following sanctions is imposed when it is determined that there has been a violation of the Honor Code. All students will also complete a program of remediation outlined below.

- The final grade in the course lowered one letter grade
- A zero on the related assignment
- An F in the course
- Suspension from the College for one term, excluding summer, and an F in the course in a grade-related offense
- Dismissal from the College, and an F in the course in a grade-related offense
- In a case related to Cultural Enrichment credit, the addition of five credits required for graduation. This does not disqualify the possible sanction of suspension or expulsion.

## Remediation

All students found to have violated the Honor Code must complete a Remediation Program before being allowed to enroll in classes for the following semester. In course-related violations, they would also receive a sanction from the Honor Council. In certain non-course-related cases, the remediation program itself may be the sanction set by the Honor Council.

1. A contract will be signed by the student which requires a Remediation Program to be completed within a month of the date of the initiation of the contract. If the sanction is imposed late in a semester, the president of the Honor Council will determine a reasonable time for its completion at the beginning of the next semester. If the student does not complete the program as agreed, he or she will not be able to register for the following semester, not including summer, effectively accepting a suspension for a semester. It will be the student's responsibility to make and keep all appointments named in the contract and complete the program within the specified period.
2. The student must make and keep appointments to meet with the following groups or members of the college community *in person*: the Academic Council or a member of members of the Council designated by the Vice President for Academic Affairs and Dean; a member of the Honor Council designated by the president of the Honor Council; in a grade-related offense, the member or members of the faculty involved; the President of the College. In each of these discussions the student should be prepared to explain his or her violation, discuss its impact both personally and on the college community, and hear what others' thoughts and concerns may be about the violation. A minimum of thirty minutes is suggested for each meeting.
3. The student must conclude by writing a five- to ten-page typed paper reflecting on the experience of the violation and what he or she may have learned in the process of the meetings. These papers, rendered anonymous, will be made available for the Honor Council to use at its discretion in its efforts to educate the student body regarding academic integrity. When the paper has been submitted and read by the Honor Council, the final step in satisfying the Remediation Program will be a meeting

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with the Honor Council. This is an opportunity for members of the Council to ask questions of the student about the process and outcome.

## HONOR COUNCIL 2009-2010

The Honor Council seeks to educate the College community on the principles of academic integrity and to enforce the Honor Code when violations occur.

Aaron Hill, *President*  
Kim Beaver  
Ben Crumbley  
Takita Farley

Sarah Gobin  
Amber Kelley  
Cassie Jo Sharman  
Carl Straumsheim

Kelsey Tinker  
Hannah Williams  
Dr. Nina Dulin-Mallory,  
*Advisor*

## Honor Council Principles

1. To treat every member of the College community with impartiality and respect
2. To consider all facts and testimony before discussing or resolving any case
3. To preserve absolute confidentiality
4. To hold the College community to the highest standard of conduct, both to protect the community and to promote moral development
5. To support the mission of the College by conducting programs and enacting policies regarding the Honor Code that contribute to the moral development of the College community
6. To understand the fundamental differences between the nature of student discipline regarding academic integrity and the nature of criminal law. The Honor Code, its policies, procedures, and sanctions are meant to be in accordance with the mission of the College. They are not intended to resemble any activities within the criminal judicial process.

## Selection

Conducted each spring by the Selection Committee:

Outgoing SGA President  
Outgoing Honor Council President  
President of the Faculty Assembly  
Vice President for Academic Affairs and Dean  
Advisor to the Honor Council

GPA requirement: 2.85 or higher

Applicants must attend a mandatory workshop



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## THE SOCIAL CODE

As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence, and will adhere to an honorable standard of conduct.

As an educational institution, the College is concerned not only with the formal in-class education of its students, but also with each student's welfare and growth into mature men and women who conduct themselves responsibly as citizens.

Like the Honor Code, the Social Code is the responsibility of every student, faculty member, and staff member at LaGrange College. The Social Code attempts to instill in every member of the student body a sense of moral and community responsibility. As such, LaGrange College expects its students to adhere to community standards. Likewise, if some fail to live up to these codes of conduct, the College expects students to report violations of the social code to the social council. In this way, students assume the obligation of upholding the integrity of their community and of ethically preparing themselves for the world beyond college.

### Section I: Standards of Student Behavior

The College has established guidelines and policies to assure the well-being of the community. In general, the College's jurisdiction is limited to events that occur on College property; however, the College and the Social Council reserve the right to hear cases that concern students' behavior when they are off-campus in the name of the College (e.g., with a Jan Term travel course, an academic fieldtrip, or a campus organization social), especially when such situations could be regarded as an adverse reflection on the College's mission.

Violations of any of the following constitute an offense of the Social Code (this list is offered to give students examples of types of misconduct but should not be construed as all-inclusive):

- A. Possession, use, or distribution of illegal drugs.
- B. Possession, use, or distribution of alcoholic beverages. LaGrange College is a dry campus and possession of alcohol is strictly prohibited. In addition, LaGrange College abides by and enforces the liquor laws of the State of Georgia.
- C. Possession of firearms, weapons, or any other incendiary, explosive, or destructive device, including fireworks.
- D. Violation of the College's Residency Requirement.
- E. Violation of Resident Hall policies and regulations. Examples of these can be found in Part II of the Panther Planner and Student Handbook.
- F. Disorderly, abusive, violent, and/or drunken behavior.

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- G. Misuse of keys. A student may not possess a key to any College facility without proper authorization.
  - H. Unauthorized entry into any campus building or room.
  - I. Misuse, defacement, damage, or mistreatment of College property.
  - J. Misuse or abuse of fire safety equipment.
  - K. Disregard of campus parking regulations.
  - L. Arson.
  - M. Theft.
  - N. Discrimination and/or hate crimes
  - O. Harassment

In addition to the above violations, the Social Council may consider cases according to the following situations:

- A. Any situation that concerns the safety of any member of the College community, including actions that endanger health, safety, or personal well-being, or cases that pose the threat of such incidents.
- B. Any case in which the accused opts to bypass a hearing with the Dean of Students.
- C. Any case in which the Dean of Students, in consultation with the Vice President of Student Life and Retention, decides to remit.
- D. Any case which involves a student's subsequent violation of any campus social policy.

## Section II: Sanctions

The Social Council will determine whether the accused student is in violation based on the evidence presented at the hearing. The Council may apply any of the following sanctions if it is determined that there has been a violation of the Social Code (this list is offered to give examples of types of sanctions but should not be construed as all-inclusive):

- A. Warning
- B. Loss of Privileges: Denial of specific privileges for a designated period of time, including (but not limited to) holding office in a campus organization, representing the College during campus or public events, or operating a vehicle on college property.
- C. Community Service





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- D. Probation: Denial of participation in specified campus events, including (but not limited to) College-sponsored social events, Intramurals, and athletic events.
- E. Fines
- F. Residence Hall Suspension and/or Expulsion
- G. College Suspension
- H. College Expulsion

## Section III: Selection of the Social Council

The Social Council is responsible for interpreting the Standards of Student Behavior and other policies found in the *Panther Planner and Student Handbook*; likewise, the Council is responsible for taking actions when these standards and policies have been violated.

The Social Council shall consist of six voting members and up to three alternates. Students interested in serving as a Social Council representative will submit an application to the Student Life Office. A Selection Committee composed of the Vice President and Dean for Student Life and Retention, the Dean of Students, the outgoing SGA Parliamentarian, the outgoing Social Council President, and the Faculty Advisor of the Social Council will select a roster of worthy representatives from among the applicants. This roster will be presented to the Student Body, who will elect 8 representatives to serve as the Social Council. (The 8 students with the most votes will serve as Social Council representatives.)

A minimum GPA of 2.85 will be required of all applicants.

The President of the Social Council will be elected by the representatives of the Social Council. Another member of the Council will be elected by the Social Council representatives to serve as the Recording Secretary and Appeals Board representative; that representative will not vote at Social Council hearings.

The Vice President of Student Life and Retention and the Vice President for Academic Affairs will select a Faculty Advisor for the Social Council from a roster of faculty selected by the faculty Student Affairs Committee. That faculty advisor will serve a minimum of two years. The advisor has the right to leave and the Council may request a new advisor by unanimous vote of the Council.

## Section IV: Hearings

Upon notification of a suspected violation, the Dean of Students will investigate the reported violation. If the Dean decides that the accused has violated a campus policy, the Dean may then remit the case to the Social Council. The Dean, depending on the circumstances of the case, may also choose to remit the case to the Social Council. The Social Council may receive the case according to procedures outlined in Section I.

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The President of the Social Council will notify the accused student in writing, specifying the accusation along with the date, time, and place of the hearing.

If the accused denies that there has been a violation of the Social Code or if the accused objects to the penalty imposed by the Dean of Students, the accused may request a hearing before the Social Council.

The accused student may choose to self-report the violation to the Social Council president. If this is the case, no hearing will be called, and the Social Council will meet to determine the sanction.

The President of the Social Council presides at the hearing, ascertaining that all evidence and witnesses are produced. The Council votes to determine whether a violation of the Social Code has occurred. The President votes only in case of a tie. A simple majority will determine the verdict. If the student is found in violation of the Social Code, the Council imposes a sanction. The Dean of Students will see that the sanction is fulfilled.

The Council reserves the right to conduct a hearing *in absentia* when the accused fails to appear as directed.

The accused student has the right to be accompanied by a silent observer during a hearing. Lawyers cannot be present unless the suspect is charged with a felony.

## Section V: Appellate Procedure

Any student found in violation of the Social Code has the right to appeal the decision. The appeal must be filed in writing within seven days of notification of the sanction. The appeal is to be made to the Vice President and Dean for Student Life and Retention. The Appeals Board consists of the Vice President and Dean for Student Life and Retention, the President of the Faculty Assembly, the SGA Parliamentarian, the Social Council appeals representative, and a student at large selected by the Social Council President and Vice President for Student Life. The Appeals Board has the authority to change the imposed sanction but is limited to those sanctions listed in Section II.

## Section VI: Maintenance of Records

Records of hearings of the Social Council will be kept in a locked cabinet in a secure location. A representative of the Council will deliver a summary report of hearings and sanctions at the last spring meeting of both the Faculty and the Student Government Association.

### SOCIAL COUNCIL 2009-2010

Morgan Shields, *President*  
Drew Ashlock  
TD Clinton  
Chris Daniel  
Glenn Gantner  
Britany Helton

Emily Hoxsie  
George Lankford  
Megan McGinty  
Sarah Newland  
Ricky Smith  
Professor Sandy Blair, *Advisor*





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## IMPORTANT PHONE NUMBERS

Academic Dean.....	880-8236	Lamar Dodd Art Center.....	880-8211
Admission.....	880-8005	Library.....	880-8312
Advancement.....	880-8223	Maintenance.....	880-8296
Alumni.....	880-8244	Mathematics.....	880-8209
ARAMARK.....	880-8210	Multi-media Lab.....	880-8150
Anthropology.....	880-8174	Music.....	880-8351
Athletic Director.....	880-8262	Natatorium/Pool.....	880-8322
Athletic Training Room.....	880-8099	Nursing Department.....	880-8220
Auditorium.....	880-8321	Panther Prints.....	880-8765
Baseball Coach.....	880-8293	Personnel.....	
Basketball Coach, M.....	880-8328	Faculty.....	880-8236
Basketball Coach W.....	880-8342	Staff.....	880-8277
Biology.....	880-8254	Maintenance.....	880-8296
Boatwright Res. Hall.....	880-8361	Physics/Chemistry.....	880-8208
Bookstore.....	880-8215	Pitts Dining Hall.....	880-8210
Box Office, Theatre.....	880-8080	Pitts Residence Hall.....	880-8561
Business Administration.....	880-8317	Placement Office, Career.....	880-8286
Business Office.....	880-8278	Political Science.....	880-8226
Cafeteria.....	880-8210	Pool/Natatorium.....	880-8322
Callaway CEB Gym.....	880-8330	Post Office.....	880-8287
Candler Res. Hall.....	880-8820	President.....	880-8230
Career Center.....	880-8177	Price Theatre.....	880-8266
Chapel.....	880-8463	Psychology.....	880-8284
Chaplain.....	880-8297	Public Relations, College.....	880-8246
Chemistry/Physics.....	880-8273	Records, Student.....	880-8238
Clark-Holder Clinic.....	882-8831	Registrar.....	880-8024
Computer Lab.....	880-8077	Religion Department.....	880-8205
Computer Science.....	880-8279	Security, M-F, 8 - 5 p.m.....	880-8000
Community Service.....	880-8112	Security, evenings, weekends and any emergency.....	911
Copy Center.....	880-8765	Student Records.....	880-8238
Costume Shop.....	880-8165	Soccer, Men's.....	880-8283
Counseling.....	880-8313	Soccer, Women's.....	880-8283
Dean of Students.....	880-8256	Sociology.....	880-8204
Dining Hall.....	880-8210	Softball Coach.....	880-8032
Education Department.....	880-8276	Spanish.....	880-8310
English Department.....	880-8206	Student Accounts.....	880-8278
Evening College.....	880-8021	Student Development.....	880-8269
Financial Aid.....	880-8241	Student Life.....	880-8269
Football Coach.....	880-8106	Student Loans.....	880-8249
Foreign Languages.....	880-8310	Telecommunications.....	880-8050
French.....	880-8263	Theatre Box Office.....	880-8080
Gym, CEB.....	880-8330	Ticket Office, Theatre.....	880+8080
Hawkes Res. Hall.....	880-8419	Transcripts.....	880-8238
Henry Res. Hall.....	880-8471	Tuition.....	880-8278
Hilltop News.....	880-8020	Turner Res. Hall.....	880-8601
History.....	880-8227	Vernon Street Res. Hall.....	880-4800
Housekeeping.....	880-8293	Volleyball.....	8808342
Housing.....	880-8269	Volunteer Center.....	880-8225
Information, College.....	880-8000	Work-study.....	880-8285
Information Technology.....	880-8050		
Insurance.....	880-8232		
Intramurals.....	880-8306		

## THE STUDENT DEVELOPMENT OFFICE

The Student Development Office is the focal point for student extracurricular concerns. The staff works to gain and maintain good communication and working relationships between students, faculty, and administrators. The Student Development Office is located on the first floor of Smith Hall. This office includes the following services: The Career Center, Counseling, Residence Life, Spiritual Life, Greek Affairs, and Parking. The Student Activities and Services Office is located on the second floor of the Student Center and includes the Director of Student Activities and Service, the Hill Top News, and the Student Government Association.

### Career Center

The LaGrange College Career Development Center, located on the first floor of Smith Hall, provides career-planning services to students, staff, and alumni.

**Diana Celorio**, Director of the Center, counsels students in the career development process and helps them to:

- select a major
- locate and participate in internships
- choose a career path
- determine the best graduate school
- fill out the graduate school application correctly
- transition more easily from school to the professional world

**Katie Porter**, Employer Relations Coordinator/International Advisor, will help students to

- create resumes and cover letters
- market themselves to potential employers
- locate part-time and summer jobs during school
- locate full-time jobs
- find post graduate employment

**Sharon Newton**, Events Coordinator/Administrative Assistant, will assist students by:

- making appointments with staff
- giving out information about events
- assisting them in locating Center resources

Remember the Career Center should be used ALL your years at LaGrange College. Freshman should start the career planning process and should not wait till their senior year.

The Career Development Center offers:

- The tools for job searching
- Panther Job Board: [www.lagrange.edu/careers](http://www.lagrange.edu/careers) Part-time and Full-time job listings
- Mock Interviews (must schedule with the Career Center)
- Seminars Covering: Interviewing, Dining Etiquette, Financial Planning
- On and off Campus Career Fairs
- Dining Hall Recruitment Days
- Graduate School Fair



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- Assessment Testing
- Resumes, Cover letters, and Application assistance
- Internships (Must be approved by your department first)
- Kaplan Test Drive (GRE, GMAT, LSAT, GACE, NCLEX, DAT, MCAT, PCAT)

The Career Center and the trained staff have the tools to assist you in the 4 steps of Career Planning:

## **Step 1: Self-Assessment**

We offer the Type Focus Test to find out your strengths and the jobs that match your interest. Start your resume and get involved on-campus to learn about your different interests.

## **Step 2: Researching Careers and Majors**

Meet with the Career Director to talk about different majors and careers. Visit the Career Center library. Identify college majors and occupations that fit your interests, skills, values, and personal traits. Learn more about occupations, career fields and the job market. **Understand that majors and occupations are not the same thing and that the real world is not organized by majors.**

## **Step 3: Decision Making**

Decide on an academic or career field that matches your interests, skills, values, personal traits, and desired life style determined during self-assessment. Determine coursework and skills needed for your career goals. Be aware of limitations you may have and make a decision that is realistic. Form a plan to put your decision into action.

## **Step 4: Gain Experience!**

Get involved in a professional organization or take a leadership role in an extracurricular activity that relates to your career goal. Gain an internship in your area of interest. Find a part-time or full-time position in the area of your interest!

*Visit us on the web [www.lagrange.edu/careers](http://www.lagrange.edu/careers)*

## **Residence Life**

The residence life unit of Student Development, led by Dean Jack Slay, Jr., is responsible for the daily operation in halls as well as the management of the professional and student staff. The Residence Life Office seeks to create and maintain an environment that fosters intellectual, social, and emotional growth. The staff works to provide a safe and comfortable living environment encouraging respect, personal responsibility, and individual rights. This office is also responsible for handling applications for student housing, student room assignments, and summer housing. Maintenance/Housekeeping is responsible for maintenance of furniture and equipment as well as housekeeping in the residence halls.

## **Academic and Personal Counseling**

An important part of the philosophy of LaGrange College is that each student should have advice and counseling throughout his/her academic career. The counseling center, located in Smith Hall offers a variety of counseling services to assist students in reaching their academic and personal goals.



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The Counseling Center does this by providing short-term personal counseling in the following areas:

- ◆ Resolving conflicts
- ◆ Adjustment to College life away from home
- ◆ Relationships with friends and family members
- ◆ Reducing stress & anxiety
- ◆ Feelings of depression
- ◆ Eating disorders
- ◆ Alcohol or substance abuse

The counseling office also provides study skills workshops, maintains the campus-tutoring center, and offers one on one academic coaching. In addition, the counseling office works to ensure that educational programs are accessible to all qualified student in accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and expanded by Title III of the Americans with Disabilities Act of 1990. Reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids are determined on a case-by-case basis for otherwise qualified students who have a demonstrated need for these services. Pamela Tremblay is the Section 504 coordinator. Her contact information is below. She will receive proper documentation for learning and attention disorders, psychiatric disorders, chronic health impairments, physical disabilities and any other physical or mental condition that substantially limits a major life activity prior to the academic term when accommodations are desired. The counseling center strives to help students make good choices so they can continue doing their best, be more effective in their relationships with others, understand feelings and behavior, and enhance positive traits. Discussions are confidential in keeping with professional standards.

## Religious Life at LaGrange College

College is a point of transition. Regardless of the student's age or reason for being on campus, college is a turning point. It is a time of exciting intellectual and social growth. During their collegiate experiences, students will wrestle with new ideas, discover new interests, and explore issues of intimacy and identity. In contrast, the struggle to define identity and personal values is an opportunity for spiritual growth and faith development. Therefore, Religious Life programs at LaGrange College offer students a chance to examine their faith, to assess what is important, and to forge a system of values that will sustain them through their adult years.

Growing out of its history of service and affiliation with The United Methodist Church, LaGrange College is committed to creating a caring and ethical community that challenges student's minds and inspires their souls.

## Religious Life Opportunities to Participate

Religious Life offers a number of opportunities for students, faculty, and staff members to celebrate life and explore God's intention for human living. These opportunities include times for worship, fellowship, and service.

- ◆ **Chapel services are scheduled for first Sunday of each month at 7:00 pm in the Chapel.** Special worship services are throughout the year, including Ash Wednesday service.

**There are four Religious Life student groups** that meet weekly to offer a place for students to explore, sharpen and grow in their faith: Anti-Apathetics, Baptist



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Collegiate Ministries, Fellowship of Christian Athletes, Wesley Fellowship, and Reformed Bible Fellowship.

**The Alternative Spring Break Trip**, which focuses on servant-leadership and poverty during the College's Spring Break, allows interested students, faculty, and staff members to make a difference by serving in another culture. If interested please see the chaplain.

**Religious Life activities encourage you to**

## **ASK...**

The hard questions. About your life, relationships, career, faith, God. Together we can struggle with the difficult issues facing our personal lives, our community, and our world. There is no judgment on your beliefs or non-beliefs. Whatever your background or experience, you can feel free to discover explore, and share. So join us, and ask...

## **GROW...**

Mentally, emotionally, physically and spiritually. Learn new ideas. Talk about your faith. Study the Bible. Participate in chapel and service. Offer your opinions. Listen to others. Be challenged to think outside the box. Be a part of something larger than yourself. Follow Christ and be committed to the Gospel in today's world. At whatever stage of your faith journey, we seek to offer an atmosphere of supportive listening, challenging inquiry, and fun activities. So join us and grow...

## **BELONG...**

To a community built on genuine acceptance, mutual respect, and friendship. Know that your opinions count. And always come, as you are to all Religious Life activities including Chapel services. Religious Life activities are for every student regardless of faith tradition, race, gender, national origin, age or background. So join us and belong...

## **LaGrange College Chaplain**

The College employs a full-time chaplain to care for the spiritual needs of the College. The Chaplain is available for counseling, spiritual guidance and mentoring, and informal conversation. The Chaplain engages with many different people throughout the campus community.

In all the Chaplain does, the goal is to help people get a clearer understanding of what they believe and how they relate their faith to everyday life. As such, much of the Chaplain's work is done in conversation with individuals and small groups for questions on matters of faith on campus; offering liturgical/sacramental services; assisting students with questions of calling and purpose, values, ethics, and questions about life.

## **Objectives of the Chaplain**

To contribute to the educational life of the College as it relates to personal, moral, emotional and spiritual issues.

To offer pastoral care and support for faculty, staff and students within the College, especially anyone who seeks spiritual, emotional, and/or practical help.

To work as bridge-builder for others in the College, the wider communities and the churches, to promote mutual understanding and co-operation.

## **Servant-Leadership**

- LaGrange College is engaged in an intentional effort to instill the principles of Servant-Leadership into the fabric of the campus. Servant-Leadership focuses on

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finding our passions and using that passion to serve the needs of the world. In addition, servant-leadership helps people to grow, helping them to become wiser, healthier, freer, and more autonomous. Servant-Leadership also entails the ability to enhance the capacity of institutions to better serve those entrusted to their care. The College defines Servant-Leadership as a philosophy that is an inward journey with self, God, and others to equip a journey outward in committed service to the world. As such, the emphasis of the LaGrange College Servant-Leadership Initiative aims to help students, staff, and faculty grow as individuals in order to enhance the capacity of the College community to become a caring and ethical community that challenges minds and inspires souls for the common good. There are two programs of the Servant-Leadership Initiative to assist the College in living out its call to create a caring and ethical community. The Fellows Program is a program open to interested students. There is an interview process to become a Fellow, as there is a stipend that accompanies the program. The Seekers program is open to all faculty and staff members.

Characteristics that the Servant-Leadership Initiative seeks to cultivate among members of the LaGrange College community include:

- The ability to integrate and balance the characteristics of toughness and tenderness while serving others The ability to envision a caring and ethical community in the midst of an individualistic culture
- The courage to act on the vision of creating a caring and ethical community
- The integrity to bring one's whole self to the LaGrange College community
- Compassion to identify with hurts of others
- Truth telling and a willingness to hear the truth without judgment
- The willingness to lead by serving others
- Embracing unity by valuing differences and searching out the balancing truths within opposing views
- The courage to be authentic and a willingness to admit and learn from mistakes

For more information contact the Office of the Chaplain and Director of Servant-Leadership Initiative [qbrown@lagrange.edu](mailto:qbrown@lagrange.edu)

## Cultural Enrichment

Because the intellectual and cultural opportunities during one's college years are exceptionally rich, and because exposure to a variety of cultural experiences, and participation in a lively collegial atmosphere, during one's intellectually formative years, are vital to the concept of a liberal education, LaGrange College is dedicated to assisting in this enrichment by requiring all students to accumulate a prescribed number of Cultural Enrichment programs - lectures, presentations, events, performances, recitals, etc. - will be published in a brochure and on the college web page. As the academic year progresses, the CE calendar on the college web site provides the most up-to-date listing of CE events, showing new events added throughout the year. Many of these events will occur during the Contact Hour on Tuesdays and Thursdays, and some will double as required programs in the CORE classes.





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- *Students will meet their obligation according to the following schedule.*

CLASSIFICATION	EARNED HOURS UPON ENTRY LAGRANGE COLLEGE	CULTURAL EVENTS NEEDED TO GRADUATE
New/Transfer First Year	0-14 Sem. Hours	40
Transfer First Year	15-29 Sem. Hours	35
Transfer Sophomore	30-45 Sem. Hours	30
Transfer Sophomore	46-59 Sem. Hours	25
Transfer Junior	60-75 Sem. Hours	20
Transfer Junior	76-89 Sem. Hours	15
Transfer Senior	90 and above	10

## Student Activities

Under the leadership of the Director of Student Activities and Service, Tara Kermiet, the Office of Student Activities is dedicated to enriching the collegiate experience of LaGrange College students while improving the quality of College life. Programs and services offered are designed to enhance the personal, social and intellectual growth of students. These services are offered through various functional areas including the Student Government Association, the Hilltop News, and other student organizations and projects as well as through various leadership and service initiatives offered throughout the year.

## Student Government Association

The Student Government Association at LaGrange College exists to provide the student body with a means to deal with the affairs of the students and a forum for the expression of student views and interests concerning student life within the College. Members of the Executive Council work to preside over 4 main bodies: Senate, Programming Board, Service Council, and Public Relations. A full publication of the Student Government Constitution and by-laws is provided in Part Three of this document. SGA can be reached at 880-8SGA or 880-8742.

## 2009-2010 SGA Executive Council

Chris Daniel, President

Josh Britt, Vice President of Senate/Parliamentarian

George Laukford, Vice President of Entertainment

Sarah Gobin, Vice President of Service

Trevor Jones, Director of Information Technology

Becky Johnson, Treasurer

Molly Korb, Secretary

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## Greek Affairs

The Dean of Students oversees the activities of the sororities and fraternities on campus as well as the Panhellenic Council (the governing body for sororities) and the Interfraternity Council (the governing body for fraternities). LaGrange College has an active and growing Greek community dedicated to the idea of developing leadership, social skills, community service, friendship and academic excellence. Approximately 30% of undergraduates belong to Greek organizations. Information about these groups can be obtained on the first floor of Smith Hall.

Active organizations on the College campus are Alpha Delta Gamma, Alpha Omicron Pi, Delta Tau Delta, Kappa Delta, Phi Mu, and Pi Kappa Phi.

## Health Services

Student Health Services are provided for LaGrange College students at the Clark-Holder Clinic, located at 303 Smith Street. The clinic is open Monday-Friday 8:00 AM to 5:00 PM and Saturday 8:00 AM to NOON. The clinic is closed most holidays and Sundays. Students are asked to call (706) 882-8831 for appointments. If health care is needed in the evenings or on the weekends after Saturday noon, resident students should contact their Resident Advisor and seek treatment at the West Georgia Medical Center Emergency Room (located at 1514 Vernon Road).

The student should present a student photo ID at any visit.

## Campus Nurse

In addition to the services offered by the Clark-Holder Clinic, the College also has a registered nurse available to students every Wednesday, 8:30 am - 2:00 pm, in SC 216. She is available to students to discuss health concerns, to evaluate minor illnesses, and to call in to the nurse practitioner to get prescriptions filled. Any consultation with the nurse is completely confidential.

## Parking

LaGrange College recognizes the importance for an institution of higher learning to develop and maintain a safe and secure environment in which the academic and social pursuits of its members can be fully realized.

The parking and traffic plan and the comprehensive campus safety plan are both administered from the Student Development Office. Parking decals are purchased in this office or at Registration. A set of parking regulations and a decal is issued to each student with their fall registration packet and to all new students in the interim, spring and summer terms. The permits are valid until the end of August 2010.

LaGrange College uses zone parking. Every student, residents and commuters, will be required to park only in designated lots. Color-coded hang tags will indicate which lots students and faculty are permitted to park in. Individuals who park in undesignated lots will be subject to ticketing and fining, and will likely be towed.



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## **Campus Safety**

No community's security plan can be effective unless everyone in the community contributes to making it work. Safety and security are both personal and shared responsibilities. Only by accepting this responsibility can members of the community maintain a safe and secure environment.

This security section of the Handbook is provided to you as a part of LaGrange College's commitment to safety and security on campus and satisfies all the requirements of the Federal Crime Awareness and Campus Security Act of 1990. It is filled with information about a variety of security services and programs, which are available to you as a member of the College community. We hope that you will become familiar with this information and find the programs useful.

The College has an established campus-wide Safety Committee that is charged with the assessment and improvement of safe practices and safe environments across the College. It is chaired by Bob Vitale, who can be reached at extension 8090. Your participation on this Committee is welcomed if you have an interest in this area. If you should ever encounter an unsafe condition on campus, please alert your RA and/or Resident Director.

### Security Services

The Vice President and Dean of Student Life and Retention has primary responsibility for the security of LaGrange College. The Office's mission is to create and maintain a safe and secure environment. This includes protecting lives and securing property, and preserving peace and order. There are two main branches of services: security operation and education.

### Security Operations

City of LaGrange police officers provide security at LaGrange College. They are on duty from 4:00 p.m. to 8:00 a.m. during the week and 24 hours a day on the weekends. Security officers check in at the residence halls but do not routinely patrol the buildings unless requested to do so.

Security officers respond to all reports of crime, fire, medical and other emergencies and call in and coordinate with the City of LaGrange Fire and Police Departments. They complete incident reports, interview witnesses, gather facts, and conduct preliminary investigations. Officers lock and unlock buildings, admit authorized persons into locked areas, and monitor fire and burglary alarm systems. Security officers can be reached by calling 911 for emergencies. In cases of non-emergency please call 883-1700.

### Education

The Student Development Office provides numerous support functions for the security of the campus. A variety of programs are available to students and employees. Some of the programs presented include: Safety programs in the Residence Halls, Self Defense for Women, Information about Alcohol and Alcoholism and Illegal Drugs.

Campus groups are encouraged to sponsor these programs to increase attendance and bring together individuals with common concerns. The programs focus on taking personal responsibility for individual safety, how to avoid unsafe situations, services available from student development, and how to obtain assistance. Individuals interested in the educational programs should contact the Dean of Students. The Counseling Office and Residence Life offer related programs on acquaintance rape, alcohol, relationships, and self-defense.

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## Reporting Emergencies Or Crimes On Campus

All emergency situations involving: 1) a crime in progress, 2) a medical emergency, 3) a fire, should be immediately reported to 9-1-1. All phones, on campus may be used to dial 9-1-1 at no charge. While on campus, persons should be aware dialing 9-1-1 or 9-9-11 will work.

When calling for either emergency or non-emergency service, be prepared to do the following: 1) Clearly identify yourself, 2) State your location, 3) State the nature of your call. All incidents should be reported to the Residence Staff and/or the Student Development Office.

## ON CAMPUS CRIME STATISTICS

The following statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990, are for your information. If you have any questions, contact the Student Development Office at 880-8269.

Reported Crimes	2004	2005	2006	2007	2008
Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	4	3	12	21	6
Assault	0	2	0	0	1
Vehicle Theft	1	1	0	3	3

In addition to the preceding statistics the number of crimes reported in each respective category, the following are arrest statistics associated with each respective offense:

	2004	2005	2006	2007	2008
Liquor Law Violation	2	4	3	4	1
Drug Related Violation	1	0	3	1	0
Weapons Violation	0	0	0	0	0

Note: These statistics are calculated on a calendar year basis and reflect only those crime/arrests that occurred on the LaGrange College Campus.

## ***STANDARD OF CONDUCT AND COLLEGE POLICIES***

The Standards of Conduct are divided into two parts. The first is the definition of the College's position on the use of alcohol and drugs. The second part is a description of the College's policies on Aids, Equality of Access, Prohibition of Firearms, Greek Organizations, Hazing, Illness, Non-discrimination Harassment, Sexual Harassment and Solicitation.

### **I. Alcohol and Other Drugs**

LaGrange College prohibits the possession, distribution and use of alcohol or illegal drugs.

As members of the College community, we recognize that we have an obligation to examine critically the issues surrounding drug and alcohol abuse on campuses, to provide appropriate institutional responses, and to promote responsible personal decisions. Community members have the right to live, work, learn and study in an environment free from the damaging effects of drug and alcohol abuse. To this end,





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LaGrange College sponsors a variety of programs and provides information and resources regarding drug and alcohol abuse. In addition, the College's policies for faculty, staff and students are consistent with federal and local law and reinforce the belief that people are accountable for their own actions. The College's policy is stated in the Student Code of Conduct. This section is provided to give the student information to make an informed choice about alcohol and drug use.

## Health Risks Associated With Substance Abuse

This section summarizes the health risks associated with drug and alcohol abuse and resources for addressing drug and alcohol abuse.

Caffeine, alcohol and tobacco are commonly used drugs. Although some are regulated, they are not per se illegal. It is important to realize that for some people, even these legal drugs taken in moderation can produce serious health risks, and under certain circumstances, these drugs can prove as insidious and damaging as some illegal substances.

Some illicit drugs and controlled substances have valid pharmaceutical uses. When properly administered by a physician their effect can be beneficial, yet, as with the licit drugs mentioned above, these same drugs can also prove damaging. Other substances, such as inhalants and analogs, have no legitimate claim to healing. Their use is by definition abuse, and the results are unpredictable and sometimes fatal.

Regardless of the licit or illicit status of a substance, abusing drugs is never beneficial physically, socially, psychologically, or economically.

The following discussion provides a listing of common drugs and substances along with the associated physical and psychological effects and risks. Keep in mind that the effects and risks may vary depending upon dosage, frequency of use, duration of use combination with other substances, as well as the age, sex and health of the person.

## Physical Health Risks

### **Depressants** (Quaaludes, barbiturates, tranquilizers, and alcohol)

**Health Risks:** *General* - depression of the central nervous system, slow response time, loss of rational judgment, decreased coordination and motor skills, death. These drugs are particularly dangerous when combined.

**Health Risks:** *Alcohol* - Fetal Alcohol Syndrome, metabolic changes (e.g. hypoglycemia, elevated triglycerides), cancer of the mouth, pharynx, larynx, esophagus, and liver, heart disease, nervous system damage, gastrointestinal disorder (e.g. peptic ulcers, pancreatitis, gastritis), liver damage (e.g. alcoholic hepatitis, cirrhosis, and fat accumulations), death from overdose (2,000 per year in U.S.), blackouts, accidental injuries, anemia.

### **Narcotics** (heroin, methadone, codeine, morphine, meperidine, opium, and other)

**Health Risks:** *General* - nausea, vomiting, convulsion, coma, possible death. The use of contaminated syringes may result in disease such as AIDS, endocarditis and hepatitis. Addiction during pregnancy can lead to premature, stillborn or addicted infants.

**Stimulants** (caffeine as found in coffee, tea, soft drinks, diet and caffeine pills; cocaine; crack; amphetamines such as benzedrine, Dexedrine, methadrene – speed)

**Health Risks:** *Caffeine* - increased motor activity, diminishes small muscle coordination and timing, insomnia or restlessness and disturbed sleep, increased basal metabolic rate, increased urination, premature systoles heat palpitation, tachycardia, gastrointestinal irritation, ulcers, diarrhea, constipation (from high tannin content of tea) mild delirium, auditory and visual disturbances.

**Health Risks:** *Cocaine* - (highly addictive) elevated blood pressure, increased temperature, nosebleeds, erosion of the nasal septum, paranoia, nervousness, insomnia, malnutrition, tactile hallucinations, seizures, convulsions, death from effect on cardiac function and respiration.

**Health Risks:** *Crack* - (highly addictive) dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucination, paranoia, seizures, agitation, increased temperature, convulsions, possible death from cardiac arrest.

**Health Risks:** *Amphetamine* – elevated blood pressure, nervousness, hyperactivity, insomnia, malnutrition, acute psychoses.

**Hallucinogens** (phencyclidine - PCP, lysergic acid diethylamide -LSD, mescaline -peyote, psilocybin – mushrooms, marijuana).

**Health Risks:** *PCP* - unexpected psychotic episodes, perceptual distortions, sense of estrangement, poor muscular coordination, impaired speech, long term persistent memory

**Health Risks:** *LSD - peyote mushrooms* – illusions, hallucination, increased temperature and heart rate, elevated blood pressure, loss of appetite, insomnia, tremors, panic, confusion, and speech impairments, depression, anxiety, violent behavior, hallucination, coma, heart failure, lung problems, ruptured blood vessels in the brain, death. paranoia, loss of control, long term persistent flash backs, psychosis, dementia.

**Health Risks:** *Marijuana* - perceptual distortion of time, increased heart rate, dilation of blood vessels, loss of short term memory, impaired comprehension, decreased visual perception and psychomotor skills, loss of motivation, fatigue, chronic bronchitis, decreased vital lung capacity, lung cancer, paranoia, psychosis.

**Inhalants** (nitrous oxide, amyl nitrate, butyl nitrite, chlorohydro carbons, hydrocarbons-found in aerosol sprays, solvents, chemicals and gasoline).

**Health Risks:** *General* - Nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, loss of appetite, decreased heart and respiratory rates, impaired judgment, violent behavior, disorientation, rapid pulse, headaches, incontinence, hepatitis, renal and hepatic damage, peripheral neuropathy, convulsions, encephalopathy, cardiac arrhythmia, ataxia, chorea, tremors, organic lead encephalopathy, myopathy, brain hemorrhage, unconsciousness, and death from asphyxiation.





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**Designer Drugs or Analogs** (synthetic chemical modification of older drugs, sometimes several hundred to several thousand times stronger than the drugs they are designed to imitate.)

**Health Risks:** *General* – depression, anxiety, paranoia, illusions. Hallucinations, impaired perception, tremors, drooling, impaired speech, paralysis, irreversible brain damage, and death.

**Smoking** (cigarette smoking in particular, cigar and pipe smoking to a lesser extent.)

**Health Risks:** *General* - Nausea, vomiting, peripheral vasoconstriction, tachycardia elevated blood pressure, increased risk of heart disease as well as chronic bronchitis and emphysema decreased life expectancy, increased potential for serious adverse effects in women taking oral contraceptives, lung cancer and other cancers (mouth, larynx, esophagus, bladder, pancreas, kidney). When used during pregnancy: premature and low birth weight babies, increased risk of miscarriage and still birth, hyperirritability, and hyperkinesia in infants.

Early recognition and treatment of alcohol and drug abuse are important for successful rehabilitation and reduced personal, family and social disruption. The College encourages and supports the earliest possible diagnosis and treatment for substance abuse. Whenever feasible, the College will assist students in overcoming alcohol and drug abuse. However, the decision to seek diagnosis and accept treatment for any problem remains primarily the individual's responsibility.

## Counseling/Treatment Resources

A number of counseling and treatment options are available to students at LaGrange College. All counseling is confidential (except as otherwise required by law in cases of child abuse or when the person presents a clear and present danger to him/herself or others). Students are encouraged to seek counseling and/or treatment in dealing with personal issues of substance abuse relating to themselves, their friends or their families. Specific counseling and/or treatment may be required of students as a result of conduct concerns or proceedings.

The following is a list of available counseling treatment resources:

**Counseling Center:** Individual and small group counseling sessions are available depending upon the specific needs of the students. Referrals are made to off-campus provider when the individual requires long-term or specialized assistance beyond the scope of the center staff. For more information or an appointment, call 880-8177.

**College Chaplain:** Clergy is available for personal counseling and may refer students to other resources as appropriate. For information or for an appointment call 880-8297. For additional resources on drug education contact: The National Council on Alcoholism and Drug Dependence Information Line at 1-800-NCA-CALL, The Cocaine Hotline at 1-800-262-2463, or the National Institute on Drug Abuse Hotline at 1-800-662-HELP.

## Programs

Programs offered through the Student Development Office and other units focus on education, wellness, prevention and personal choice. Workshops and seminars are provided

within the residence halls, as a part of First Week,, during National Collegiate Alcohol Awareness Week, and Drug Awareness Week, through Greek organizations and throughout the year on an ad hoc basis.

## **How The College Views Alcohol And Drug Abuse**

The use of alcohol and other drugs can have a negative impact on judgments and reactions, health and safety, but may lead to legal complications as well. Even more basic is the stance that drugs and alcohol have no place on this campus among our students.

## **The College's Role**

The College's principle role is to engage in education, which leads to high standards and respectful conduct. When those are compromised, it will take action against organizations violating rules regarding alcohol and against individuals violating either the law or College policy concerning alcohol. The College will deal severely with students convicted of the illegal possession, use, or sale of drugs.

## **What the College Community can do to prevent alcohol and drug abuse**

Students can help control substance abuse by declining to use or condone the use of drugs and by insisting that organizations and individuals use alcohol within the law and adhere to College policy. Students should make an effort to prevent persons who have abused alcohol or used drugs from harming themselves or others, especially when driving a motor vehicle, and should encourage those needing professional help to seek it.

The same standards and regulations apply with equal force to members of the faculty, staff and administration.

## **Alcohol Policy**

Any student on the campus who is in possession of or under the influence of alcohol will be charged with a violation of College policy. Persons under 21 years of age are also in violation of state laws. Additionally the possession and use of alcoholic beverages are prohibited at all College functions and facilities, including those sponsored off campus. Students who violate this policy will be subject to College discipline up to and including separation from the College. Students are subject to Georgia state laws regarding alcoholic beverages.

**Note:** Students who are in the presence of students clearly in violation of the Alcohol Policy are considered in violation themselves and will also be subjected to disciplinary action and possible fine. Likewise, students whose roommates store alcohol in a common refrigerator or room are also subject to disciplinary action and fine.

## **Parental Notification**

The Dean of Students will notify parents of students under the age of 21 who violate rules governing alcohol/drug use at LaGrange College.

## **Drinking Age Laws**

Georgia State Statute 3-3-23 makes it unlawful for any person under the age of 21 years to have in his or her possession alcoholic beverages; to sell, give, serve or permit to be served alcoholic beverages to a person under 21 years of age or to permit a person under 21 years of age to consume said beverages on the premises;



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to misrepresent or misstate his or her age or any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve or deliver any alcoholic beverages to a person under 21 years of age.

## **Drug Policy**

The College does not condone the possession, consumption, ingestion, injection, or inhalation (without prescription or medical authorization) of substances that have the capacity to change a person's mood, behavior, or mind, or modify and relieve pain, such as, but not limited to marijuana, opiates, amphetamines, barbiturates, hallucinogens, psychedelics, or solvents. Any student found to be in conflict with the above or local, state, and federal narcotics laws, will be referred to the Dean of Students, who will determine the sanction. The sanction may result in separation from the College. Disciplinary action against a student under College rules does not preclude the possibility of criminal charges against that individual. Similarly, the filing of criminal charges does not preclude action by the College.

The use of illegal drugs and the misuse of prescription and other drugs pose a serious threat to the physical and mental well being of students, faculty, staff, visitors and guests of the College. The College is committed to providing accurate information and educational programs to prevent such use of drugs. If further information is required about these programs, services, and the assistance available at the College. Please contact the Counseling Center, Chaplain's Office or the Student Development Office.

## **Drug Testing Policy**

Given Grounds for reasonable suspicion, the College reserves the right to require any student to undergo drug testing, the cost to be borne by the student.

## **Institutional Assessment**

LaGrange College is committed to continuously monitoring and evaluating all of its multiple components that collectively strive to accomplish the mission of the College. This commitment to be the best requires that we frequently measure the institutional outcomes we have identified as important indicators of our College's quality. A critical source of information about institutional quality is you, the student.

From time to time you will be asked to respond to surveys, fill out course evaluations, attend focus groups, sit for nationally normed profiles, etc. As a member of this community committed to continuously improving its abilities to challenge the mind and inspire the soul, your sincere effort when engaged in any assessment activity is vitally important.

## **Responsible Use of Technology**

LaGrange College's computing environment exists to support the academic, research, and service missions of the College. Continued and efficient accessibility of campus computing and network facilities depends on the responsible behavior of the entire user community. The College seeks to provide students, faculty, and staff with the greatest possible access to campus information technology resources within the limits of institutional priorities and financial capabilities and consistent with generally accepted principles of ethics that govern the College community. Each authorized user of information technology assumes responsibility for her or his own behavior

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while utilizing these resources. Users of information technology at LaGrange College accept that the same moral and ethical behavior that guides our non-computing environments also guides our computing and networking environment. A detailed Responsible Use of Technology policy is published each year in the Bulletin. The responsible use policy may be revised between publication dates, and the most up to date version is available on the College website.





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## II. Policies Pertaining to Students and Student Organizations

One of the major benefits of higher education and membership in the College community is greater knowledge of and respect for religious, racial, cultural and other groups.

Indeed, genuine appreciation for individual differences and cultural diversity is essential to the environment of learning. Another major aspect of the College's life involves sexual relationships. Sexual attitudes or actions which are intimidating, harassing, coercive, or abusive, or that invade the right to privacy of the individual are not acceptable.

Organizations or individuals that adversely upset the delicate balance of communal living are subject to disciplinary action by the College. Only in an atmosphere of equality and respect can all members of the College grow. This sub-section establishes the College's policies on Aids, Equality of Access, Greek Organizations, Hazing, Illness, Sexual Harassment, Racial Harassment and Solicitation.

### POLICIES

#### **AIDS**

The policy of the College is to treat cases of HIV infection on a case-by-case basis. When a case of HIV infection or full-blown AIDS comes to the attention of the College, the College counselor will refer an individual to the Coleman Health Clinic, with the permission of the affected individual, they will review the case, and the clinic will assist in the coordination of resources and services.

#### **E-mail**

Each student is granted a LaGrange College e-mail account. Campus addresses are usually first initial, middle initial, entire last name @ lagrange.edu (such as dsbrooks@lagrange.edu or dsrobinson@lagrange.edu). Students are expected to treat their campus accounts as a business account. Faculty and administrators rely on these accounts to disseminate important information regarding College protocol and events; therefore, students are responsible for any College information sent out over campus e-mail.

#### **Grade Collection/Waivers**

Students, especially those involved in sports and Greek organizations, may be asked to collect current grades from their professors. FERPA requires that, except in certain special circumstances, providing a student's academic records to someone other than the student requires the student's written permission. For LaGrange College to release a student's grades to a student organization there must be a written record that the student has requested this and the authorization to release this information must be signed by the student. The faculty has adopted the use of the Student Organization Grade Disclosure Agreement, which members of student organizations must sign giving permission for their organization to collect grade reports. Before a grade report may be requested, a signed copy of this agreement must be on file in the Student Life Office of LaGrange College. This policy and requisite forms may be obtained from the Student Life Office. The Athletic Dept. will provide to all sports teams.

In addition, students must recognize that written/signed grade reports are provided as a courtesy by members of the LaGrange College faculty.

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## Equality of Access

LaGrange College does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, so specified by federal laws and regulations. The coordinator for compliance with section 504 of the Rehabilitation Act of 1972 as amended, is Pam Tremblay

## Greek Organizations

Greek organizations at LaGrange College are a component of the institution's total educational program. As such, they are partners with the College in a mutually supportive endeavor. Therefore, Greek organizations share a responsibility for strengthening the total quality of student life. Because of their importance to their own members, Greek Chapters have certain rights and responsibilities within their community. Among their rights are 1) choosing their members; 2) participating as a unit in campus group activities; 3) participating in self-governing activities through the Interfraternity Council and the Panhellenic Council; 4) providing the opportunity for participation in educational experiences.

Among their responsibilities are 1) conducting all activities in accordance with regulations and policies of LaGrange College and their general fraternity, including policies on non-discrimination on the basis of race, creed, religion, age, national origin, sexual orientation or disability; 2) complying with their charter and by-laws developed in consultation with and approval of their general fraternity; 3) operating their chapter affairs in a business-like manner consistent with their constitution and College policies; 4) maintaining an atmosphere within their chapter and its activities supportive of high academic standards.

All fraternities and sororities are required to have a faculty or community/alumni adviser. Fraternities and sororities exist at the College only at the invitation of the College. This invitation is formally extended by the President of the College and can be withdrawn if a fraternity or sorority fails to comply with the College regulations and policies, including but not limited to the policies established by the Student Development Office.

## Hazing

It is a violation of Georgia State Law and LaGrange College policy for students to engage in any activity that may be described as hazing. Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; or which inflicts or intends to cause mental or physical harm or anxieties; or which may demean, degrade or disgrace any person regardless of location, intent, or consent of participants. In addition hazing can be defined as any action or situation which intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation or full admission, or affiliation with any organization operating under the sanction of LaGrange College.

Any student organization found to have violated this policy might face loss of recognition as a student organization. Further, any student found to be involved in any hazing activity will face disciplinary action, and is subject to a maximum sanction of suspension or expulsion from the College. Students, as well as their respective organizations, are also subject to civil and criminal action as it relates to the state law prohibiting hazing.

## Illness Policy

Students who are absent from classes or examinations because of illness should contact their professors on a timely basis to discuss their individual situations. Students needing to withdraw from all courses for a given term for medical reasons should contact the Student Development Office for procedural information.

## Non-Discrimination

LaGrange College does not discriminate on the basis of age, color, race, national or ethnic ori-





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gin, handicap, or sex in the administration of educational policies, admissions policies, financial aid, employment or any other program or activity.

## **Racial Harassment**

LaGrange College expects its students to treat other persons with respect and human dignity in all interpersonal relationships. Any behavior that results in the racial abuse, harassment, or intimidation of another person, or any unwanted objectionable racial attention towards another person, will not be tolerated and is a violation of the College's Code of Student Conduct.

## **Sexual Harassment**

Sexual harassment may take two forms: (1) creating a hostile environment, and (2) quid pro quo.

1. A hostile, demeaning, or intimidating environment created by sexual harassment interferes with an individual's full and free participation in the life of the College.
2. Sexual harassment quid pro quo occurs when a position of authority is used to threaten to impose a penalty or to withhold a benefit in return for sexual favors, whether or not the attempt is successful. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. It should be noted that the potential of sexual harassment exists in any of the following relationships: student/student, faculty/student, student/faculty, and faculty/faculty. Here and subsequently "faculty" refers to faculty, staff, and administration. Because of the inherent differential in power between faculty and students, sexual relationships between faculty and students are prohibited.

Sexual harassment may result from many kinds of behavior. These behaviors may range from the most egregious forms, such as sexual assault, to more subtle forms. Explicit behaviors include but are not limited to requests for sexual favors, physical assaults of a sexual nature, sexually offensive remarks, and rubbing, touching or brushing against another's body. More subtle behaviors may be experienced as intimidating or offensive, particularly when they recur or one person has authority over another. Such behaviors may include but are not limited to unwelcome hugs or touching, inappropriate staring, veiled suggestions of sexual activity, requests for meetings in non-academic settings, and risqué jokes, stories, or images.

Accusations of sexual harassment, which are made without good cause, shall not be condoned. Such accusations are indeed grievous and can have damaging and far reaching effects upon the careers and lives of individuals.

Any member of the College community having a complaint of sexual harassment may raise the matter informally and/or file a formal complaint. The informal process is an attempt to mediate between the parties in order to effect a mutually agreeable solution without entering into the formal hearing process. Please refer the LaGrange College Bulletin 2004-2005 for more details concerning procedural information.

## **Smoking**

LaGrange College is a smoke free campus. Please do not smoke within 20 feet of the entrance of each building. Student found in violation of the College Smoking Policy will be fined a minimum of \$50.

## **Solicitation**

Individuals or student organization may not engage in commercial sales and fund-raising projects unless the proceeds from such sales and projects are used for charitable or philanthropic purposes. Clearance for such activities must be obtained in advance from Student Development Office. All fundraising projects must follow the LaGrange College Student-Based Fundraising Policy. Copies of the policy may be obtained from the Director of Student Activities.

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## **CAMPUS RESOURCES**

### **Writing and Tutoring Center**

The Writing and Tutoring Centers located in the Lewis Library, are available to aid students. Peer tutors staff the Writing and Tutoring Centers. Dr. Laine Scott supervises the Centers. The hours are posted each semester.

### **Testing**

When a student enrolls at LaGrange College, a one-time testing fee is paid. During the first semester and again, prior to graduation, students take the College's assessment exam designed to determine the extent to which students have achieved the objectives of the curriculum of the Core Program. Meaningful participation in this testing program is a requirement for graduation with a baccalaureate degree. The fee also covers some personality and career testing as well as major exit tests. Additionally, the Career Center has information about the Graduate Records Exam (GRE) and Millers Analogies Test (MAT).

### **Campus Computer Network**

By way of fiber optic cable the library, main academic buildings, administrative offices and all residence halls are connected to the College's computer system. Students can access library catalog information from their residence hall rooms and faculty can make assignments by electronic mail. The College is connected to the Internet allowing for worldwide communication.

### **Intercollegiate Sports**

LaGrange College athletic teams participate in intercollegiate sports as an NCAA Division III institution. We are a charter member of the Great South Athletic Conference.

The College promotes a non-scholarship program and subscribes to a scholar-athlete philosophy in which academic pursuits are the primary purpose of higher education. Coaches recruit players for each team however; every sport invites "walk-on" try-outs from the student body. Students may attend all on campus athletic contests at no charge.

### **Philosophy Statement for Intercollegiate Athletics**

Intercollegiate athletics at LaGrange College provide students with an integral complement to their total educational experience. Recognizing the importance of athletics to the individual student while seeking to strike a balance between the life of the mind and participation in co-curricular offerings, the College is committed to providing a program of intercollegiate athletics that is student-centered for both participants and spectators. The College believes that the primary function of intercollegiate athletics at a small, church-related, liberal arts College is one of a high quality co-curricular complement to its overall mission. As such, academics will have always had priority over athletic or other co-curricular pursuits.

LaGrange College seeks to recruit and retain student athletes who understand the balance of priorities between academics and co-curricular programs, whether the latter



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are athletics, the performing arts, or other student activities. The College employs coaches who understand that balance of priorities, and its coaches seek to recruit students who will be successful student-athletes. Because the College awards no financial aid based upon athletic ability, the aim of student-athlete recruitment by coaches is not solely for athletic success but rather contributes to the College's enrollment goals, although by no means do those have to be mutually exclusive.

The College embraces a commitment to instill and develop the values of superlative ethical conduct and fair play among its athletes, coaches and spectators, and other constituents. Further, LaGrange College recognizes that student-athletes are role models to their peers as well as representatives of the College, and the College actively encourages student-athletes to conduct themselves in a manner which befits those roles.

LaGrange College is committed to gender equity and values cultural diversity. The College will invest sufficient resources to ensure that the medical and athletic training services are available to all athletes at appropriate times. It shall strive to ensure that all individuals and all teams are treated with the same level of fairness, resources, and respect so that all athletes are afforded an equal opportunity to develop their potential as student-athletes.

## **Intramural Sports**

The intramural Sports program provides opportunities for wholesome recreation and competition among members of the campus community. Teams representing campus organizations and Independents compete in organized tournaments and events throughout the year. Competitive events include flag football, volleyball, basketball, softball, ultimate Frisbee, and dodge ball. Special awards are presented to the men and women's groups with the highest participation rates and best record for the entire year. In addition, male and female "Athletes of the Year" are selected. Graduate Assistant, Justin Joyner, will serve as Director of Intramural Sports for 2009 - 2010.

The facilities and equipment of the Physical Education Department are available for student recreational use when these are not scheduled for instructional, athletic, or intramural sports use. The use of outdoor equipment (backpacks and tents) requires the payment of a small deposit which is refunded upon the safe return of the equipment. The Weight Room and Gymnasium are available for student/faculty/staff use during posted hours. A valid LaGrange College ID is necessary for entry during these hours.

## **Long Cane Access West Point Lake**

The College leases from the Corps of Engineers the Long Cane Access on Lake West Point. This area includes both a covered and many uncovered picnic facilities. The area is kept locked and a key may be checked out. Please contact Campus Services at 880-8296

## **Equipment Check-out**

Sports related equipment can be checked out through the intramural office at the Callaway Educational Building.

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## **Gyms and the Charles D. Hudson Natatorium**

These areas can be used and/or reserved by calling Campus Services at 880-8296.

## **Chapel Policy**

Student groups may reserve the Chapel for special occasions only by contacting Campus Services at 880-8296

## **Library**

The Lewis Library, located at the Northeast center of the campus, is the information center of the campus. The holdings, built to support the academic programs of the College, include books, journals, maps, microforms, and audio video and electronic resources.

## **Price Theater**

Price Theater, located on Forrest Avenue, serves as a classroom, home for LaGrange College Theater and box office. Current students are entitled to one free ticket to productions. The Theater Arts Department is always interested in prospective technicians and actors. If interested contact Professor Kim Barber at 880-8324.

## **Lost and Found**

Lost and found services can be found in the Student Development Office, Smith Hall first floor. Items not claimed within 30 days are discarded.

## **Student Organizations List**

This list includes the names and phone numbers of officers of student organizations and is available in the Director of Student Activities Office, second floor of the Student Center.

## **Lamar Dodd Art Center**

The Lamar Dodd Art Center gallery provides a changing exhibition program of visual art to the campus and local community.

## **Campus Post Office**

All currently enrolled students should have an assigned campus box. The post office is located on the first floor of the Pitts Dining Hall. There is a lost key charge of \$5.00 and a re-core fee of \$30.00.

## **I.D. Cards**

I.D.'s are necessary for entrance to College dining hall, checking out materials from library and for admission to most campus events. I.D.'s are made as a part of the registration process; at other times students should go to the Student Development Office. There is a \$15 charge to replace an ID Card.

## **Bookstore**

The College Bookstore is located on first floor of the Pitts Dining Hall. Textbooks, instructional materials, and other personal items are available there.

## **Parking Permits**

All vehicles used on campus must have a College parking permit. Permits are available at registration or from the Student Development Office. If a student's car is being





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repaired, a temporary permit can be issued. A more detailed set of parking regulations is issued each fall to all students in the fall registration packet. Students are expected to know the rules and park their cars inside the white lines and not on the curbs.

## **Grades and Certification of Enrollment**

The Registrar's Office will provide a copy of student's grades and will certify the enrollment of students for insurance or scholarship purposes.

## **International Student Services**

International students can find assistance in several offices. For help with documents, (I-20, etc.) living arrangements, driver's license's, and personal problems, contact Diana Celorio, International Advisor at extension 8185.

## **Finance**

### Check Cashing Service

The Bookstore will cash checks for currently enrolled students.

### Financial Aid

The Office of Financial Aid is located in the Smith Hall. They administer and coordinate all major federal, state, institutional, and private agency assistance programs and provide financial assistance and counseling to students who need help paying College expenses. Sylvia Smith is the Director of Financial Aid.

### Local Banks

There are several full-service banks in LaGrange and all will provide services to students.

## **Food**

ARAMARK provides the food service program for students, faculty and staff at LaGrange College. Resident students must present their ID card for admission to dining hall; commuters and guests may use the dining hall on a cash basis.

## **Student Publications Policy**

LaGrange College looks to its student publications to create an environment where discussion can take place freely and responsibly. Whether issues addressed are academic, political, or philosophical in nature, it is the responsibility of the student press to bring these issues to the LaGrange College Community.

Because student publications are funded by the College, student editors must be aware that LaGrange College could bear legal responsibility for the material they publish. Therefore, the College grants freedom of expression to student publications with the understanding that journalistic integrity be upheld. Editors must avoid the use of attack on integrity, libel, inappropriate material, rumor and derogatory remarks.

## **The Scroll**

Once each year, *The Scroll* offers student-written features and departments focusing on the creative arts at LaGrange College.

## **The Hilltop News**

Throughout each semester, *The Hilltop News* offers student-written features and departments focusing on the news and views of students at LaGrange College.



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## **CONTACT Programs**

Tuesdays and Thursdays, 11:15 a.m. are reserved for programs and presentations sponsored by various departments and units of the campus community. Students are encouraged to take advantage of these opportunities to enhance their classroom experience. **Please do not schedule organizational meetings during these hours.**

## **STUDENT RECORDS**

LaGrange College values individuals' privacy and actively seeks to preserve the privacy rights of those who share information with us. Your trust is important to us and we believe you have the right to know how information submitted to the College is handled.

Beginning summer 2004 and fully effective January 2, 2005, LaGrange College will no longer use Social Security Numbers as a primary way to identify constituents. Instead, a unique identifier called the L# will be assigned to all LaGrange College constituents. The L# will be used across all applications, and many business processes throughout the lifetime of an individual's association with the College. This step is critical in the continuing efforts to reduce the risk of identity theft for the campus community.

The full policy concerning the use of Social Security Numbers at LaGrange College can be found in the policies section of the Instructional and Information Technology (ITT) website linked from the PantherNet homepage (<http://panther.lagrange.edu>).

LaGrange College is dedicated to preventing unauthorized data access, maintaining data accuracy, and ensuring the appropriate use of information. We strive to put in place appropriate physical, electronic, and managerial safeguards to secure the information we collect.

In general, all present and past students have the right to personally review their own educational records for information and to determine the accuracy of these records. It is the policy of the College that information contained in official student records will not be released to the parent or guardian without the consent of the student unless the student is a dependent of the parent or guardian as defined under section 152 of the Internal Revenue Code of 1954 or the student authorizes the release to the parent or guardian. A photo ID or other equivalent documentation, or personal recognition by the custodian of record will be required before access is gained.

LaGrange College assures the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act of 1974.

## **Exception to Access Rights**

Students do not have access to:

1. personal notes of administrative, faculty, or supervisory personnel which are not accessible to or revealed to other parties;
2. financial information of parents;
3. confidential letter of recommendation placed in files before January 1, 1975, or those where student has waived right to access, or
4. Medical, psychiatric or psychological data recorded by professionals or paraprofessionals solely for their own use in treatment of the student: however, a physician or other appropriate professional of the student's choice can review such records.



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## Student Consent Prior to Records Release

Student educational record information will not be transmitted to third parties outside the College without the student's written consent, with the following exceptions:

1. Public Information: Student's name, address, telephone listing, academic major, dates of attendance, awards received, participation in officially recognized activities, and sports, weight and heights of athletic team members. This information will be released to anyone requesting it. Information which can be released to the public on any student is name, class, major, date of attendance; degree earned; awards received; local and permanent address, and telephone number. The above-cited information will not be released if a student notifies the Registrar's Office not to release information.
2. To parents if the student is financially dependent upon the parent (IRS code definition). The burden of identifying such dependency rests with the student or parent.
3. Information concerning application for or receipt of financial aid, which may be released to official agencies involved in decisions on aid allocations.
4. Information released to College officials with a legitimate educational interest.
5. Information required by federal or state agencies as specifically provided by law.
6. Information needed in connection with an emergency to protect the health or safety of the student or other persons, as authorized by Department of Education regulations.

## Types of Records Maintained

Examples of "educational records" maintained on a student may include but are not necessarily limited to, the following:

### Academic

Admission data, courses attempted, grades, dates of enrollment, degrees awarded, academic hours and awards received - Registrar's Office.

### Alumni

Personal, educational, and professional data, contributions and gifts - Alumni Office and Advancement Office.

### Athletics

Intercollegiate participation data - Athletic Department and Public Relations Office.

### Conduct

Disciplinary records, law violation - Student Development Office.

### Employment

Student employment information and opportunity profiles W-2 cards - Student

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Financial Aid Office.

Placement data, resumes, letter of recommendation - Career Center.

## **Financial**

Student's (Parent's) confidential statements, Financial Aid data - Student Financial Aid Office. Charges, payments, delinquent accounts - Business Office.

## **General**

Directory information, correspondence, biographical data - office of record to which information was provided or correspondence addressed.

## **Health**

Medical – Clark-Holder Clinic

Psychological – Counseling Center

## **Recommendations**

Personal evaluation, academic evaluation, employment evaluations - office of record for type of evaluation made.

## **Relationship of Disciplinary Records to Academic Records**

Conduct records, disciplinary records, and law violations are kept in the Student Development Office. These files are separate from academic transcripts and are confidential as noted above.

In extreme cases where suspension or expulsion for non-academic reasons is involved, an overlay will be placed on the academic transcripts for as long as the function is enforced. This overlay reads:

This transcript reflects only the academic record of the student; this student currently is not in good standing and further information should be requested from the Student Development Office.

Records in the Student Development Office are maintained for a period of four years following the date of graduation. A student may request to have his/her disciplinary record destroyed. The record will be evaluated and the Dean of Students will make decision concerning the keeping or destruction of that record. Records of students who have serious offenses or two or more offenses will not be destroyed until four years after the student's graduation date. Records of students who are expelled are permanent.

## **STUDENT GRIEVANCE PROCEDURE**

### **Purpose**

LaGrange is committed to a policy of treating all members of the College Community fairly in regard to their personal and professional concerns.

The primary objective of a student grievance procedure is to insure that concerns are promptly dealt with and resolution reached in a fair and just manner. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of College administration with the assurance that each will be given fair treatment.

### **Definition**

A grievance is defined as dissatisfaction occurring when a student feels or thinks that any condition affecting him/her is unjust, inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to, the following: Academic problems (excluding grades), mistreatment by any College employee, incorrect assessment of



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fees, records and registration errors, student employment and discrimination because of race, national origin, sex, marital status, religion, age, or handicap.

## **Grievance Procedure**

The initial phase of the student grievance procedure normally requires an oral discussion between the student and the person(s) alleged to have caused the grievance in order to discuss and resolve the grievance. The meeting should be held as soon as the student first becomes aware of the act or conditions that is the basis for the grievance. If the student decides not to meet with the person(s) alleged to have caused the grievance, or consider the response to this discussion to be unsatisfactory and feels that the grievance still exists, the grievance should be put in writing and filed with the next level supervisor as outlined below:

### **Nature of Grievance-Order of Contact**

Academic Problems (Excluding grades and academic progress)

- 1) Instructor
- 2) Department Chair
- 3) Academic Dean
- 4) Academic Appeals Committee

Academic Records and Registration

- 1) College Registrar
- 2) Academic Dean

Athletics Program Student-athlete

- 1) The coach of the student's sport
- 2) Athletic Director
- 3) Vice-President and Dean for Student Life and Retention

Payment and assessment of registration fees, fines, and other indebtedness to the College.

- 1) Student Accounts/Business Office
- 2) Controller
- 3) President

Traffic and Parking

- 1) Administrative Assistant/Student Development – Kirby McCartney
- 2) Dean of Students
- 3) Student Affairs Appeals Committee of the faculty

Housing

- 1) Resident Assistant
- 2) Residence Director
- 3) Dean of Students
- 4) Student Affairs Appeals Committee

Racial Discrimination

- 1) Alleged aggrieving party
- 2) Dean of Students
- 3) Vice President and Dean for Student Life and Retention

Discrimination Based on Disability

- 1) Alleged aggrieving party
- 2) **Pamela Tremblay**, Personal and Academic Counselor
- 3) Vice President and Dean for Student Life and Retention



**Sex Discrimination**

- 1) Alleged aggrieving party
- 2) Dean of Students
- 3) Vice President and Dean for Student Life and Retention

**Harassment**

- 1) Alleged aggrieving party
- 2) Dean of Students
- 3) Vice President and Dean for Student Life and Retention

Additional assistance about the grievance procedure may be obtained from the Student Development Office, first floor Smith Hall.

**Grievance Appeal Procedure**

Any student who is not satisfied with the response after utilizing the administrative channels outlined above should present the grievance in written form to the Academic Dean or the President with a copy to the individual(s) complained about.

At the time the student presents the Dean or President with the written grievance, he/she will be provided two options for achieving final resolution of the problem.

1. The student may choose to have the Dean or President decide the disposition of the grievance; or
2. The student may choose to have one of the appeals/review committees to investigate the case.

## **PART II**

# **RESIDENCE LIFE REGULATIONS**

**LaGrange College Residency Requirement**

The LaGrange College Residency Requirement states that all traditional day students taking twelve hours or more must live in college housing. We believe that living on campus is a big part of a student's total educational experience. While living on campus, students are much more likely to have contact with faculty outside their classes, much more likely to attend or participate in extracurricular activities, much more likely to interact with an older peer who has faced similar dilemmas concerning majors, courses, assignments, careers, grad schools, an intellectual idea, personal relationships, and other facets of college life. As students mature, they will, in turn, have opportunity to have a profound peer influence on younger students. In the end, we strongly believe that every student benefits from that experience.

Students may be exempt from the Residency Requirement for one of the following reasons

- The student is 23 years of age or older.
- The student is married and living with spouse.
- The student is responsible for a dependent child.
- The student is a veteran with at least two years of active military service.
- The student resides exclusively with parents or legal guardians in the parent's primary residence within a thirty-mile radius of the College.

If a student loses a roommate during the fall semester or Jan Term (regardless of reason, whether that roommate left the College or simply moved to another room), the





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remaining student must have a new roommate by the first of spring semester or be charged the private/single room fee for that spring semester. The student will be reminded of this policy via e-mail from the Student Life Office. Letters explaining the situation will be sent to the student and his or her parents as well. It is the student's responsibility to find a new roommate; however, the Student Life Office is glad to assist in the search. To receive assistance in the search, the student should make an appointment with Ms. Kirby McCartney in the Student Life Office.

Room changes can be made with the approval of the Resident Director until the end of the "Drop/Add" period. After this period, there can be no room changes until after the 10th day of classes each academic term. All room changes made after the "Drop/Add" period incur a charge of \$25.00. Room changes not approved through the Student Development Office or the Resident Director are in direct violation of residence hall policy, and the person involved in such a room change may be referred to Dean of Students, and/or fined \$75.00, and/or be required to move to the former room assignment immediately.

## Room Deposit

A \$200.00 Room Deposit (\$100.00 to be credited toward the student's tuition) is required of all new resident students. The \$100 deposit is not a prepayment to be applied to residence hall charges, but will remain on deposit with the College to be refunded, provided there is no damage and the student's account with the College is cleared upon one of the following conditions: (1) change of status from resident student to commuter student, (2) formal withdrawal, or (3) graduation. The \$100.00 deposit is refundable, provided that no damage has occurred in the resident's room, and the resident can turn in a Deposit Return Request to their Resident Director or to the Student Development Office to obtain it.

The deposit serves as a room reservation while the student is not occupying College housing and is refundable if a student cancels his/her reservation by the following dates: May 1st for fall semester, December 1st for interim/spring semesters. The deposit serves as a damage deposit while a student is occupying College housing and is refundable when the student leaves College housing minus any unpaid debt owed to the College.

## Refunds of Room and Board

No refund for room or board will be made to any student who withdraws from the residence halls after registration. For a student withdrawing from College, a charge of \$15.00 per day from date of registration to date of official withdrawal will be made on board.

## Residence Halls Staff

The Residence Hall Staff have been employed and trained by the College to assist you in making an effective adjustment to residential living and to contribute leadership and supervision to the residence halls. They are available to listen, advise and encourage residents and to facilitate and stimulate hall activities. RAs and Resident Hall Directors are also representatives of the College administration and have responsibilities for rule enforcement. Please cooperate with the staff in supporting College standards and regulations:

## Resident Hall Directors

Candler Hall,.....	Ms. Glenda Turner .....	880-8820
Boatwright Hall, .....	Mr. Josh Watson .....	880-8360
Hawkes Hall,.....	Ms. Kirby McCartney.....	880-8420
Henry Hall,.....	Ms. Mary Wilson .....	880-8470
Pitts Hall, .....	Ms. Fleming Garner .....	880-8560
Hawkins Hall,.....	Mr. Matt Russell .....	880-4800

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The Resident Assistants' numbers are posted in the lobby of each building. Resident Assistants are selected each spring semester for the upcoming academic year. For more information please contact the resident director of the building you want to work in or the Dean of Students.

Rather than maintain a formal SIGN-OUT policy, each residential student is requested to make his/her whereabouts known to hall-mates as well as an RA, especially if he or she will be gone overnight. This is important in case an emergency arises which makes the contacting of a student necessary. Also, it is expected of you to attend called meetings. These meetings are called for the purpose of communication and are important to your well being. The hall is your home while you are a student here; be concerned, share your ideas, and participate.

Throughout the semester, members of the Residence Hall Staff have responsibility for residence hall coverage every night on a rotating basis. Each weekend staffing will include the RAs on duty plus a Resident Director. The "on call" duty schedule is posted outside each RDs door. Please refer to this schedule when in need of assistance.

## Hours

Hours of visitation are as follows:

Sunday-Thursday ..... 12:00 p.m. -12:00 a.m.

Friday-Saturday ..... 12:00 p.m. -2:00 a.m.

Students may come and go at their discretion. All residence hall doors will be locked at midnight (earlier times may be set for designated doors in the interest of safety) during the week and at 2:00 a.m. on the weekends.

## Visitation Policy

LaGrange College has adopted a policy allowing students/persons of the opposite sex to visit together in the living area of any residence hall on a limited basis. Rest rooms are off-limits to visiting members of the opposite sex at all times. Quiet time is from 10:00 p.m. to 9:00 a.m. At all times the rights of a student's roommate must be respected. All suspected violations will be reported to the Dean of Students. Consequences range from a written warning to possible suspension depending on individual circumstances and the frequency of violations.

## Residence Hall Closings

Billing for a residence hall room covers the period from the beginning of a semester to the end of the semester (both fall and spring) and the period from beginning of a summer term to the end of that summer term (both sessions). When students find that they need to stay in their residence hall room during a period when the hall is officially closed (usually Thanksgiving, Christmas, and Spring Breaks), the student must get permission from the Dean of Students. The College will bill the student \$90 per week.

During the week between Graduation and the beginning of summer school, all residence halls will be closed and every student is expected to be out of his or her room. NO EXCEPTIONS. This is the one week of the year that National has unhampered access to all rooms in order to clean thoroughly and make needed repairs. Students are expected to make alternate arrangements for both themselves and their belongings for that one week.

Students who choose to move into their residence hall rooms before their official move-in dates will be charged \$30 per night.



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## **Dorm Damages and Fines Policy**

Property damage and mistreatment of the residence halls are a real concern to both the residents and the Student Development Office. Costs of damages can compromise the safety, security, and comfort of students in the building. In addition, they can also affect the cost of students' housing bills.

Therefore, students will be charged for any damage to fixtures or furnishings within their room. Damage that cannot be attributed to a single student will be divided among roommates. Likewise, damages that occur in the common rooms of an apartment will be charged to all roommates. In addition, rooms that require more than the usual cleaning by the housekeeping staff will be fined accordingly.

Resident Advisors and Resident Directors will attempt to record such damages and fines during Health and Safety Inspections and the year-end check-out process. However, some damages and fines may not be recorded until students have moved out and National Maintenance conducts a more thorough check of rooms and apartments. Students are responsible for the condition of their room and apartment at all times!

The College will not be liable when a student causes damage to his or other students' property. Students are encouraged to ascertain that their possessions are covered by their parents' or guardians' insurance.

## **Fines Policy**

Students may be fined by the Dean of Students or the Social Council as a result of violations of the College social policies and the consequent disciplinary action. Most fines are specified in the Student Handbook. Fines are not initially attached to the students' College account; instead, the fines must be paid separately by the student in the Business Office. Once paid, the Business Office will inform the Dean of Students. Students have until the day before Graduation to pay fines. All fines unpaid by this date will double and be added to the student's College account. Students will not receive diplomas or transcripts with unpaid fines on their accounts.

## **Trespass Policy**

The College enforces the Georgia Trespass Law, which makes it unlawful to interfere with students and teachers, to loiter about College premises, or to act in an obnoxious manner on these premises. Please be advised that any visitor on the campus comes within the jurisdiction of this policy and is subject to arrest.

## **Guest Policy**

In an effort to clarify the regulations concerning guests, the following guidelines have been established:

1. A guest is a non-resident who is in a hall and has a resident host or hostess.
2. All guests remaining after hall closing must be registered (no fee required) and be of the same sex as the host or hostess. This can be done by contacting the Resident Assistant or the Resident Director.
3. Unregistered guests in a hall after closing will:
  - a. pay \$5.00 for failure to register, or
  - b. be asked to leave the residence hall; or
  - c. be subject to disciplinary action (students); or

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- d. be subject to arrest for trespassing (non-students).
4. Guests will be expected to follow all policies of LaGrange College. Hosts or hostesses are responsible and held accountable for their guests.
5. Keys will not be issued to guests.
6. Violators of this policy are subject to disciplinary action.

## **SAFETY**

LaGrange College is a small, friendly campus with little crime and fewer of the safety problems that plague larger schools. However, there are policies which help keep our community a safe environment for all of us:

**Unwanted Individuals on Campus:** If a person who is not a student or employee of the College and who is not required by his or her employment to be on the campus is deemed as committing any act that interferes with the peaceful conduct or activities of the College, or if it is determined that this person has come onto College property to commit such acts, the administrators of the College – or any employee or student designated to maintain order – may direct the person to leave College property immediately. If the person refuses or in any way fails to vacate campus property, he or she will be guilty of criminal trespass and the LaGrange Police Department will be contacted.

**Doors:** Security of the residence halls is the responsibility of all residents. Students must refrain from propping open outside doors or loaning keys to others in order to maximize building security and residents' safety. Also, propping open of the fire doors inside the hallways is prohibited. It is recommended that students lock the doors to their rooms when leaving the room. Stolen property is not the responsibility of the College.

**Fire Safety:** Open flames including burning charcoal, burning candles, and oil lamps, etc. are not permitted in College housing. Incense sticks or devices are also prohibited. Smoking is prohibited in all buildings on campus.

**Roofs** and ledges are off limits.

**Windows:** Objects are not to be propelled out of any window and articles are not to be placed on exterior window ledges. A \$10.00 fine may be assessed for students who sit in window ledges or commit acts of horseplay around windows. Repeated violations of this rule could lead to disciplinary action against a student.

**Elevators** and other electrical equipment are not to be tampered with.

**Animals:** Animals may not be kept on College property. Any violation of this policy will result in the animal being removed and impounded by LaGrange Humane Society and the student will be fined. The only exception to this policy is aquarium fish. The aquariums are limited to a maximum of 20 gallons and must be cleaned regularly.

**Bicycles and Motorcycles:** Bicycles and motorcycles are not to be left in hallways, stairwells, or exit areas; this is a violation of the fire code and they will be removed. It is recommended that you lock your bike to a bicycle rack, or keep it in your room when not in use. Motorcycles must be parked in a designated parking place.

**Cooking:** The cooking and preparation of food is not permitted in the residence halls, except in the apartment-style dorms.

**Electric Appliances:** Residence halls have definite limits on the capacities of their electrical systems. Overloading the systems can present fire and safety hazards. No appliance may





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be possessed or used in the residence halls that uses over 500 watts. Examples of approved appliances are electric fans, radios, computers, stereos, study lamps, shavers, curling irons, blankets, typewriters, clocks, sewing machines, and TVs. Students may have one small refrigerator per room no bigger than 5 cubic feet inside capacity. Unapproved appliances include sunlamps, coffee makers, space heaters, hot plates, grills, electric fry pans, woks, crock pots, musical instrument amplifying equipment, toasters, ovens, microwaves, and air conditioners. Hair dryers can be used; however, no other appliance should be using the same outlet during usage. All appliances with an exposed heating element, regardless of wattage, are prohibited. Popcorn poppers are permitted but may not be left unattended when in use.

**Microwaves:** Microwaves are permitted in the lounge area of the residence halls. The Dean of Students must approve any exception to this policy. A microwave is provided in a designated place in each dormitory. Students found having a microwave will be asked to remove them from their rooms to a specific storage space.

**Firearms/Fireworks:** Students are not permitted to possess or use firearms or fireworks on College property. The possession of ammunition is also prohibited.

**Maintenance/Health and Safety Inspection:** Please report any maintenance or safety problems that develop to the Resident Assistant on your floor as soon as it occurs. The RA will email the information to the Maintenance Department and will follow up to assure that the problem is corrected.

Health and Safety Inspections are performed periodically. These inspections by the Residence Staff are for the purpose of making the student aware that his/her room should be kept clean and in good order—no health or safety hazards present.

**Note:** Because of problems with mold in the past, individual room refrigerators are also subject to Health and Safety inspections.

Periodic inspections will be made by two staff members, and a written notice will be presented to the student if violations are present. Re-checks will be made to determine if these violations have been corrected, and fines will be assessed when violations have not been corrected. Vacuum cleaners and brooms are available from the RA's or Directors to assist students in keeping their rooms clean.

## **Fire/Tornado Drills**

To promote safety of residents, there are periodic drills in all residence halls, and all students are required to participate. Instructions are posted throughout the buildings. Please read carefully the following instructions:

**Fire alarm:** When the alarm sounds -

1. Dress appropriately for outside weather conditions, wear hard-soled shoes, and take a towel to prevent smoke inhalation.
2. Close all windows. Leave door unlocked so it can be checked.
3. Leave the building by the closest exit. Do not use the elevator.
4. Students will not be allowed to re-enter building until the drill ceases.
5. Remain calm and orderly.



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**Tornado Drill Alert:** When you are notified of warning—

1. Move quickly to the interior hallway of the lowest floor of your building (unless notified of other designated locations).
2. Do not use the elevator, but descend by the stairway.
3. Stay away from windows.
4. Remain calm and orderly until notification to return to your room. Please refer to the Health and Safety web site at [www.lagrange.edu/healthandsafety/](http://www.lagrange.edu/healthandsafety/) ....

## TELEPHONES

All student rooms have phone jacks. Hawkes Hall, Henry Hall and Pitts Hall have one jack per room. Boatwright Hall, Candler Hall, Turner Hall and Vernon Hall have two jacks per room. There is no charge for local service; you or your roommate will need to supply the phone set and caller identification box, if preferred. Voice mail is provided as a service to the students and directions for setting up your voice mail will be available in the lobby of your dorm.

Students may sign up with ECCI, our long distance provider, by calling ECCI at 1-800-YES-ECCI. Rates are 5 cents per minute if you register your account with a credit card to preauthorize payment and receive your bill online. Rates are 6 cents per minute if the bill is mailed to your school or home address. No extra fees or surcharges are applied. Students using other calling cards should check with those companies to obtain proper access information.

Students can call other LaGrange College residents' rooms by dialing the last four digits of the room number. Local off campus calls require a prefix number of 9. Emergency Services can be reached by dialing 9-911 or 911.

The carrying and use of cell phones, pagers and other electronic communication devices are allowed on the LaGrange College campus. Users of these devices, however, must be attentive to needs and sensibilities of the members of the College community. Furthermore, the use of these devices must not disrupt the functions of the College.

Devices must be off or ringers silenced in classes, laboratories, the library, study spaces and other academic settings and during events such as plays, concerts, speakers and College ceremonies. The term 'laboratories' explicitly includes computer laboratory spaces. Answering or operating the device during classes, laboratories, meetings or events is only appropriate in case of emergency. If the device must be answered, the user must move to a location where the class, laboratory, library patrons, etc., will not be disrupted before making use of the device.



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**Nuisance/Obscene Phone Calls:** It is against the law in the State of Georgia for a person to use abusive, vulgar, or profane language on the telephone or to cause a breach of the peace by use of the telephone. If you receive an obscene phone call do not engage the caller in conversation; look at your caller i.d. box and write down the information then simply hang up. Record the time you received the call and any background noise you hear and/or any identifying voice characteristics (accent, phrasing, etc.). Report the call to your Resident Director. If calls persist, unplug the phone line for a limited time to prevent it from ringing. All obscene calls should be reported so that if a pattern develops or chain calling occurs, the police can be notified. Your cooperation with the Residence Staff will assist in providing you the best possible living environment.

## REGULATIONS AND GUIDELINES

- (1) **Opening of Halls** - Residence Halls open the day before registration. The first meal served is the evening meal prior to Registration Day.
- (2) **Furniture** - Rooms are furnished with beds, desks, chairs, closets, and blinds. Furniture must remain in the room where the College has placed it. Lobby furniture is not for use in individual rooms and should not be removed. Moving furniture carries an automatic fine of \$25.00.
- (3) **Electrical** - Electric outlets should be maintained at a one to one ratio in relation to the number of electric units plugged into the outlet at anytime. Students are required to use heavy-duty extension cords, or adapters approved by Underwriters Laboratories. Extension cords can be used for just one appliance at a time. Students must maintain a one plug per one receptacle ratio at all times. A fine of \$20.00 will be imposed on any student who does not comply with these standards. Please consult your Resident Director if you have questions about the use of any other appliance or equipment.
- (4) **Waterbeds and Lofts** - Waterbeds and Lofts are not permitted in any residence hall.
- (5) **Closing of Halls** - Residence Halls are closed during Thanksgiving, Christmas, and Spring Breaks. You must vacate your room no later than 5:00 p.m. on the day the Halls close. If you need to stay past the closing date the College charges per week if rooms are available.

**NOTE:** Graduating Seniors may stay in their rooms until 5:00 pm the day after Graduation. Freshmen, Sophomores, and Juniors may stay in their rooms until graduation only with permission from the Dean of Students; they must be moved out of the room by 5:00 pm the day of Graduation. Students staying beyond the deadline or without expressed permission will be fined a minimum of \$30 per day.

- (6) **Residence Hall Keys** - The key deposit is covered in the damage deposit. Should a key be lost or stolen through the personal negligence of the student, the compromised lock must be changed at a cost of \$25.00 to the student. Should the key be lost or stolen, or broken through circumstances beyond the control of the student, a replacement key will be provided for \$1.00. Keys must be returned to the Resident Director when the student checks out of his/her room. Duplication or possession of unauthorized keys by a student is a violation.
- (7) **Breakage and unreasonable wear and tear** - You and your roommate will be held responsible for any breakage or unreasonable wear in your room. If responsibility can be fixed upon a certain person, he/she will be expected to pay for the damage. If such responsibility cannot be determined, both people will equally share the cost of the repair or replacement.

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- (8) **Clear Hallways** - Safety requires that hallways be clear at all times. Therefore, we cannot permit you to store luggage, ironing boards, bicycles, or other personal belongings there.
- (9) **Wall Hangings** - Check with Residence Director before hanging anything on walls of your room. Use only approved hangers. Any item placed on walls, doors, furniture, etc. that causes damage will subject you to a charge for the damage.
- (10) **Parental Visits** - Parents may visit their sons or daughters at any time. Guests of students must check in with the Residence Director. Maximum visit is limited to three days. No guests under 12 years of age are allowed.
- (11) **Laundry Facilities** - Laundry facilities are available in every residence hall. If you use these facilities, please show every consideration for others by removing laundry as soon as the cycle is completed.
- (12) **Food** - If you have food in your room, be certain that you store it in airtight containers or in refrigerators.
- (13) **Withdrawal** - If you withdraw from the College, you must vacate your room within 24 hours and have your room inspected by the Residence Director or RA.
- (14) **Alcohol/Drugs** - The possession or consumption of any alcoholic beverage is not allowed on campus. We abide by the liquor laws of the State of Georgia. The same applies to the illegal possession, use or sale of drugs.
- (15) **Moving with failure to check out** results in a \$75.00 charge.
- (16) **Noise Problems** can be solved through consideration and cooperation. Amplified sounds of any kind (radios, stereos, television) should not be played when someone else is trying to sleep in the room. Also, these sounds should not be heard outside of the room. Do not bounce balls inside the residence hall. Avoid yelling from the windows or balconies, and remember your next door neighbor may not want to join your party when you are having friends over, so keep the laughter and conversation reasonable.
- (17) **LaGrange College Residence Life Smoking Policy** - Smoking is prohibited in the spaces of all of the Residence Halls. Spaces are defined as student rooms, elevators, hallways, bathrooms, parlors, lobbies, the Henry Computer Lab, the laundries and the staircases. LaGrange College is a smoke free campus. Please do not smoke within 20 feet of the entrance of each building.
- (18) **At the end of fall semester**, students need to be out of their rooms within 24 hours of their last final exam.
- (19) **Housekeeping reserves the privilege of fining students** an additional cleaning charge if students leave their room or apartments in a state that requires extra time and effort to clean. The fine will be added to the student's College account.

## FOOD SERVICE

ARAMARK operates the service at LaGrange College; a full-time manager is in charge of preparing and serving 21 meals a week. Resident students are required to subscribe to the board plan. This is an excellent plan that provides well-balanced nutritious meals. In the case of special needs or medically prescribed diets, the food service manager will



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arrange for special menus. Information on various meal plans is available in the Business Office.

LaGrange College endeavors to keep costs at a minimum while not compromising on quality; therefore, there are some regulations that are required to maintain a high quality food service and keep cost low:

1. Patrons may eat all they want while dining in the dining hall; **however, no food should be taken out.** (Exceptions: ice-cream, and other menu items specified as "take out").
2. If a meal is needed for a sick student, a request form for a take-out meal must be submitted with the signature of the Dean of Students or Residence Hall Director.
3. No College-owned utensils—plates, glasses, or other such items may be taken from the dining hall.
4. Beverages may be taken out in paper or plastic containers (not to exceed 16 oz.).
5. No resident student is to allow a non-paying person to eat from his/her tray, nor should they provide these individuals with dishes to serve themselves. These rules are not meant to be limiting in any way to a student who has purchased the board plan, but to eliminate waste and unnecessary cost.

The students of LaGrange College have always been considered friendly and warm, and this characteristic has been very evident in the dining hall. Mealtime should be a pleasant, relaxing break in the daily routine of classes and study. Students are expected to use good manners and consideration in their behavior in the dining hall.

**Attire:** proper attire is required. This always includes shoes and shirts. No bathing suits.

**No smoking area:** The entire dining hall and serving area is considered a no smoking area.



**PART III**

**THE CONSTITUTION OF THE  
STUDENT GOVERNMENT ASSOCIATION  
OF LAGRANGE COLLEGE**

**PREAMBLE**

Realizing the importance of the students' role in governing a share of campus affairs, we, the students of LaGrange College in order to assume responsibility individually as well as within our community, to enhance affairs, to facilitate communication, and to protect individual rights while maintaining a standard of honor that is consistent with the ideals of this institution, do hereby establish this Constitution of the Student Government Association of LaGrange College.

In its pursuit of educating the whole person, LaGrange College encourages student participation within all realms of the campus community; the College strives to include the student body in the development and advancement of the Institution. Elected and appointed Student Government Association officers provide vehicles for students' expression of views and opinions on issues of institutional policy.

**Article I. Name**

The name of the association shall be the Student Government Association (SGA).

**Article II. Purpose**

The purpose of the Student Government Association is to serve as a voice for the student body while promoting diversity and involvement through activities, entertainment, and service at LaGrange College and in the surrounding community.

**Article III. Membership**

Section 1. Membership in SGA shall be limited to persons officially connected with LaGrange College as students.

Section 2. SGA does not discriminate on the basis of race, sex, religion, color, national origin, physical or mental handicap, age, status as a Vietnam Era veteran, or sexuality in the selection of members.

Section 3. The SGA is comprised of the Executive Council, the Senate, the Programming Board (Panther Productions), the Service Council, the Sustainability Committee, and the Information Technology Board.





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Section 4. All students of LaGrange College are considered members of SGA.

## Article IV. Officers

Section 1. The officers of SGA shall be elected from the student body of LaGrange College.

Section 2. The elected officers of SGA shall consist of President, Vice President of Senate/Parliamentarian, Vice President of Entertainment, Vice President of Service, Vice President of Information Technology, Vice President of Sustainability, Secretary and Treasurer, which shall serve as the Executive Council.

Section 3. The purpose of the Executive Council is to represent the student body by being a vehicle through which students can express their opinions, facilitate change, organize events on campus, and connect with the LaGrange community.

- A. The cumulative GPA requirement for a person seeking and holding an Executive Council position will be a 2.75; failure to maintain the qualifying GPA will result in removal of office.
- B. Executive council candidates must have been enrolled at LaGrange College at least one semester prior to the elections for Executive Council. Students seeking offices of any Vice President position must be either a junior or senior in the year they serve or have served on SGA for one year. Students seeking the office of President must have been in SGA for at least one year and be a junior or senior in the year they serve.
- C. The Executive Council meets weekly to handle the business of SGA. A quorum of at least 5 Executive Council members must be present to conduct official business.
- D. All members must sign a confidentiality agreement at the first Executive Council meeting of each academic year.
- E. Executive Council members are expected to attend all Executive Council and SGA meetings. The attendance at the SGA functions is determined by the Executive Council at the first Executive Council meeting of the academic year.
- F. Absence excuses must be submitted to the SGA President.

## Section 4. Officer Duties

- A. President
  - 1. The President will preside over all meetings of the SGA and Executive Council. He/she votes only in the case of a tie.
  - 2. If the President wishes to side with an issue and vote for it, he/she may

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yield the chair to a Vice President.

3. He/she schedules all meetings of the SGA and may call special meetings to accomplish specific goals. He/she may call meetings of the entire student body or any part of it.
4. He/she may create ad hoc committees and standing committees.
5. He/she serves as an ex-officio member of all committees within the SGA.
6. He/she serves as an ex-officio member to the College's Board of Trustees, Institutional Planning Council, Leadership Council, Alumni Council, the Student Affairs Committee of the Faculty, and any other committee deemed applicable by the Cabinet of LaGrange College.
7. The President serves as the Chief Executive Officer of the SGA and ensures that all duties of the SGA members are carried out in accordance to the SGA Constitution.
8. The President communicates frequently with administrative officials informing them of the concerns of the SGA and student opinion. The President may appoint another member of the SGA to fulfill his communication if deemed necessary and appropriate.
9. The President shall serve as the chair of the Presidents' Council of Student Organizations of LaGrange College.

## B. Vice President of Senate/Parliamentarian

1. The Vice President of Senate/Parliamentarian is the presiding Officer of the Senate.
2. The Vice President of Senate/Parliamentarian holds bi-monthly Senate meetings.
3. He/she reports Senate meeting minutes and decisions to the Executive Council and SGA.
4. The Vice President of Senate/Parliamentarian coordinates, under the supervision of the Vice President and Dean for Student Life & Retention, the Austin P. Cook and Waights G. Henry Awards, unless they are a graduating senior, in which case another non-graduating Executive Council member will coordinate these awards.
5. The Vice President of Senate/Parliamentarian oversees all activities carried out by the Senate of the SGA.



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6. The Vice President of Senate/Parliamentarian must be knowledgeable of Robert's Rules of Order and parliamentary procedure; he/she makes sure these procedures are carried out properly at the SGA meetings. At the beginning of each year, he/she presents these procedures to the SGA so they can understand the rules and act accordingly.
  7. He/she maintains order at all SGA and Executive Council meetings.
  8. He/she will be responsible for annual events open to the student body, alumni, or community. Some of these events may include summer orientations, activities fair, Homecoming, and May Day.
  9. The Vice President of Senate/Parliamentarian shall investigate the qualifications of candidates seeking Executive Council offices.
  10. He/she investigates the qualifications of all SGA members at the beginning of each semester.
  11. In the absence of the Secretary, the Vice President of Senate/Parliamentarian conducts all secretarial duties.
- C. Vice President of Entertainment
1. The Vice President of Entertainment is the presiding Officer of the Programming Board (Panther Productions).
  2. The Vice President of Entertainment holds bi-monthly Programming Board meetings.
  3. He/she reports Programming Board meeting minutes and decisions to the Executive Council and the SGA.
  4. He/she oversees all activities carried out by the Programming Board of the SGA.
- D. Vice President of Service
1. The Vice President of Service is the presiding Officer of the Service Council.
  2. The Vice President of Service holds bi-monthly Service Council meetings.
  3. He/she reports Service Council meeting minutes and decisions to the Executive Council and the SGA.
  4. The Vice President of Service maintains a relationship and communications with the Director of Student Activities & Service and the Graduate

Assistant for Service.

5. He/she will maintain an annual calendar of service events that are being held at LaGrange College and work as a coordinator of the SGA's campus-wide effort to serve the community.
6. He/she will compile a semesterly service record of all student organizations.
7. He/she oversees all activities carried out by the Service Council of the SGA.

**E. Vice President of Information Technology**

1. The Vice President of Information Technology is the presiding Officer of the Information Technology Board.
2. The Vice President of Information Technology holds bi-monthly Information Technology Board meetings.
3. He/she is responsible for reporting Information Technology Board meeting minutes and decisions to the Executive Council and the SGA.
4. He/she serves as the liaison to the Department of Information Technology.
5. He/she oversees all activities carried out by the Information Technology Board.

**F. Vice President of Sustainability**

1. The Vice President of Sustainability is the presiding Officer of the Sustainability Committee.
2. The Vice President of Sustainability holds bi-monthly Sustainability Committee meetings.
3. He/she is responsible for reporting Sustainability Committee meeting minutes to the Executive Council and the SGA.
4. The Vice President of Sustainability will work to improve the overall effort to be a more sustainable campus through awareness, events, and other opportunities.
5. He/she serves as the liaison to the administrative Sustainability Council.
6. He/she oversees all activities carried out by the Sustainability Committee.





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## G. Secretary

1. The Secretary records the minutes of all Executive Council and SGA meetings and submits these minutes by email to all members of the appropriate group for their review and approval at the following meeting. These minutes must be kept on file.
2. He/she maintains the roll of all current SGA members and records attendance of members at SGA meetings. He/she informs the SGA of attendance requirements. In the case of membership attendance violations, he/she informs the SGA member in violation, the President, and the Vice President of the committee, council, or board on which the member serves of the violation.
3. He/she informs and reminds members of meeting dates and locations.
4. He/she shall serve as the Secretary of the Presidents' Council of Student Organizations of LaGrange College.

## H. Treasurer

5. The Treasurer handles all money of the SGA. No money can be spent without the consent of the Treasurer and Director of Student Activities & Service.
6. The Treasurer tracks the balances, maintains all finances, and presents the balances at the Executive Council and SGA meetings.
7. He/she is the liaison to the Business Office.
8. He/she processes all checks for the SGA.
9. He/she serves on the Presidents' Council of Student Organizations of LaGrange College.
10. He/she serves as the Chair of the Student Organization Assistance Program Committee.

## Article V. Committees, Councils, and Boards

Section 1. Committees, Councils, and Boards are established with the purpose of fulfilling the mission and vision of the SGA. The committees, councils, and/or boards consist of Senate, Programming, Service, Sustainability, and Information Technology.

- A. The cumulative GPA for a student seeking a committee, council, or board position is a 2.5; failure to maintain the qualifying GPA results in a probationary period of one semester. If a student fails to meet the qualifying GPA for a

consecutive semester, the student will be removed from the SGA roster.

- B. The maximum number of members for all committees, councils, and boards is 20.
- C. All committee, council, and board members are required to attend bi-monthly meetings. The Vice President of the respective committee, council, or board will schedule these meetings.
- D. All committee, council, and board members are required to attend bi-monthly meetings of the SGA.

## Section 2. Senate

- A. Each class of students has 5 representatives elected as Senators. Within each class body there will be one President, one Vice President, and 3 Representatives.
- B. Senate positions that become vacant in the middle of the academic year will be filled by the following application process. Students interested in filling the vacancy must submit an application to the Vice President for Senate/Parliamentarian. The Vice President for Senate/Parliamentarian must present the application to the Executive Council for a vote. A 2/3 majority vote is required for the application to be passed on to the SGA, who must approve the application with a 2/3 vote for the student to be elected.
- C. The Senate makes recommendations concerning student opinions and suggestions regarding campus affairs and improvements to the SGA President, which are passed on to the College Administration and the Board of Trustees.
- D. The Senate plans and implements annual events including, but not limited to: activities fair, Homecoming, Quadrangle Formal, Christmas on the Hill, May Day, etc.

## Section 3. Programming Board (Panther Productions)

- A. The Programming Board plans and executes all programming to which the Programming Board is assigned.
- B. The Programming Board creates safe and diverse programming for the LaGrange College community.
- C. The number of Programming Board functions per semester is determined by the Programming Board with the assistance of the Director of Student Activities and Service.
- D. The Programming Board collaborates with the Department of Student Life to



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provide programming during First Week.

## Section 4. Service Council

- A. The Service Council is responsible for planning and coordinating the selection of Faculty Member of the Year Award and Staff Member of the Year Award.
- B. The Service Council coordinates numerous service and awareness-based events throughout the academic year.

## Section 5. Information Technology Board

- A. The Information Technology Board is exempt from the 20 member maximum stipulation.
- B. The Information Technology Board facilitates all events and activities determined by the Vice President of Information Technology.

## Section 6. Sustainability Committee

- A. The Sustainability Committee facilitates all events and activities determined by the Vice President of Sustainability.
- B. The Sustainability Committee collaborates with the administrative Sustainability Council to further sustainable efforts on campus.

Section 7. Ad Hoc committees are formed for a specific purpose and may not last for longer than one academic year.

Section 8. Standing Committees are created by the SGA or the President of the SGA which is deemed necessary for longer than one academic year.

## Article VI. Elections, Appointments, Impeachments, Resignations

### Section 1. Elections

- A. The Vice President of Senate/Parliamentarian will set all procedures regarding elections. The SGA President will oversee the implementation of these procedures.
- B. The deadline for applications is 5:00 p.m. on the day set by the Vice President of Senate/Parliamentarian.
  - 1. Executive Council Elections
    - i. The date(s) of election for these Officers is determined by the Executive Council.

- ii. The Oath of Office shall be administered to the new Executive Council Officers during May Day. The outgoing President will administer the Oath of Office to the incoming President, and the incoming President will then administer the Oath of Office to the rest of the incoming Executive Council. The Oath of Office is as follows: "I (full name), affirm that I will uphold the Constitution, as well as the mission and vision, of the LaGrange College Student Government Association and pledge myself to the faithful execution of my office."

**2. Senate Elections**

- i. Senate elections, with the exception of Freshmen Senate elections, occur during Executive Council elections.
  - ii. Freshmen Senate elections, as well as those elections for positions not filled by the spring elections, occurs the third Thursday of the following September.
  - iii. Separate ballots shall be prepared in Senator elections for each class.
  - iv. For nomination and voting purposes, class standings are determined by the Office of the Registrar.
  - v. Voters may only vote the appropriate ballot of their class. Voters mark their ballot for one President, one Vice President, and three Representatives. The five candidates with the most votes are the winners.
3. Every candidate, whether or not they are being opposed, must campaign for their position beginning no later than a week prior to the elections.
4. The Director of Student Activities and Service investigates candidates' GPAs to verify his/her qualifications for office. By submitting an election application, a student consents to verification of his/her GPA.
5. If the voting procedure is carried out with paper ballots, there must be two SGA members present at the election site who are not current candidates. Candidates may not loiter anywhere near the election booth unless casting their ballot.
6. The Vice President of Senate/Parliamentarian, President, and the SGA advisor, unless there is an obvious conflict of interest, are responsible for counting the paper ballot votes, and reporting the results to the SGA, as well as the entire student body of LaGrange College.
7. In the event of online voting, the Vice President of Senate/Parliamen-





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arian, President, Vice President of Information Technology, and the SGA advisor will have access to the elections results.

8. In an election between two candidates, the one with the most votes will be declared the winner. In an election between three or more candidates, the winner must receive over 50% of the votes; if one candidate does not, there will be a run-off between the top two candidates.
9. Any member of the student body may file a complaint regarding election procedures or results. To file a complaint a student must submit a written and signed statement to either the SGA President or the Vice President of Senate/Parliamentarian. Upon receiving the statement, either Officer must notify the rest of the Executive Council. The student filing the complaint is required to testify before the Executive Council. The Executive Council will consider all evidence before them and make their decision regarding the complaint after the next regularly scheduled SGA meeting, where the SGA will be informed of the complaint and able to voice their feelings.

## Section 2.Appointments

- A. If no person submits an application to run for a given Executive Council or Senate position, it is filled by appointment when the new SGA is seated.
- B. If an Executive Council position becomes open in the middle of the academic year, the vacancy is filled by appointment by the Executive Council.
- C. Appointments contingent upon interviews will be determined at the discretion of the Executive Council and Committee Chairs.

## Section 3.Impeachments

- A. Any member of the SGA may be impeached for failure to uphold the SGA Constitution or to perform the duties and responsibilities of his/her position, as outlined in the SGA Constitution.
- B. The impeachment process is carried out as follows: A written charge must be filed with the Executive Council. A 2/3 vote of the Executive Council is required to continue the impeachment process. The decision of the Executive Council is taken to the SGA. Impeachment is only approved by a 2/3 majority vote of the SGA using secret ballot. The Vice President for Senate/Parliamentarian and the SGA advisor, unless there is a conflict of interest, will be responsible for counting the votes and reporting the results to the entire SGA.
- C. Items such as attendance policy and grades do not fall under the impeachment process. Violations of these SGA guidelines are automatic and result in immediate removal from the SGA.

## Section 4. Resignations

- A. Any member of the SGA has the right to resign from their position. A resignation letter must be turned in to the SGA President.
- B. If the SGA President decides to resign, he/she must turn in a letter of resignation to the Executive Council.
- C. Letters of resignation are required to be read publicly to the entire SGA after formal resignation has occurred.

## Article VII. Meetings

Section 1. The SGA meetings at least every other week during the academic year. The Executive Council sets all SGA meeting times and locations. The President or SGA advisor may call additional meetings for special purposes.

Section 2. A quorum, which is one-half of the SGA on the roll and five members of the Executive Council, is required to conduct official business.

Section 3. A simple majority of the SGA members present at each meeting make all decisions on matters that are not mandated by the Constitution for a Student Body vote.

Section 4. All SGA meetings are conducted using Robert's Rules of Order.

Section 5. All SGA meetings are open to the student body of LaGrange College. Visitors have the right to speak, may submit proposals by giving a written copy to the Secretary, and are subject to the same rules that govern the SGA.

## Article VIII. Finances

Section 1. Funds for SGA functions may only be requested by an Executive Council officer. Written documentation, electronic or paper, must accompany all money requests. The appropriate documentation, as issued by the Treasurer at the beginning of the academic year, must be used.

Section 2. All receipts of purchase must be given to the Treasurer no later than a week following the SGA function for which the purchases were made.

Section 3. In addition to the SGA budget kept by the Treasurer, each Executive Council officer must maintain his/her own balance of expenditures.

Section 4. A portion of the SGA budget will be set aside at the beginning of each academic year for the Student Organization Assistance Program.

## Article IX. Supremacy



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This Constitution supersedes all other Student Government Constitutions that have come before it. Its bylaws are for enhancement and are subsidiary to the Constitution.

## **Article X. Bylaws**

Bylaws are for elaboration and enhancement of the Constitution. The Senate can pass bylaws with a 2/3 majority vote. Bylaws shall be introduced to the SGA in writing one meeting prior to the meeting which they are voted.

## **Article XI. Amendments**

Any student can propose an amendment to the SGA Constitution. The proposed amendment will go to the Executive Council. The Executive Council will investigate the amendment and then pass it on, with any suggestions attached, to the Senate. In order for the amendment process to proceed, the Senate must approve the amendment by a 2/3 vote. The amendment is then submitted to the entire SGA. For the amendment to be added to the SGA Constitution, it must be approved by a simple majority. If at any point the amendment is stopped, it is considered dead and given back to the student who proposed it for changes. If the student wishes to resubmit the proposed amendment, it will go back to the entire Student Government Association where a 2/3 vote is required. The Executive Council has the right to veto an amendment. A 2/3 vote of the entire SGA is required to override a veto decision.

## **Article XII. Ratification**

Upon acceptance by a convention of students currently involved in the SGA, this Constitution will be submitted to a referendum of the student body. The Constitution becomes effective when  $\frac{1}{2}$  of those voting approve the Constitution. After ratification, this Constitution becomes a part of the Student Handbook of LaGrange College and will be published annually therein.

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**Student Government Association  
Bylaws**

**Article I. Order of Business**

The order of business at regular meetings of the Student Government Association is as follows:

- A. Call to order
- B. Roll call
- C. Prayer
- D. Guest program (if any)
- E. Reading, correction, and approval of previous meeting's minutes
- F. Special reports of officers and advisors
- G. Committee reports
- H. Special elections (if any)
- I. Old or unfinished business
- J. New business
- K. Announcements
- L. Adjournment

The SGA may override this agenda by a motion to suspend the rules, which requires a 2/3 vote.

**Article II. Attendance Policy**

- A. All students of LaGrange College are invited to attend all SGA meetings.
- B. The Secretary maintains the record of attendance of SGA members at meetings and other required functions.
- C. A student must submit a written excuse to the Secretary at least 24 hours in advance to be excused from an event, unless otherwise stated by the Secretary.
- D. Membership shall be terminated for the accumulation of three or more unexcused absences.





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## Article III. Awards of the Student Government Association

- Section 1. The Austin P. Cook Award is presented annually by the SGA to the organization that made the most positive impact on Campus Life during the given academic year.
- Section 2. The Waights G. Henry, Jr. Leadership Award is given annually by the Student Government Association to the student who has actively demonstrated effective leadership skills. The selection process for this award is made by a committee composed of students, faculty, and administrators.
- Section 3. The Faculty Member of the Year Award is given annually by the SGA to an outstanding Faculty member. The full body of SGA nominates five faculty members for this award, and these five candidates are then voted on by the entire student body during the spring elections. The award is given out at the SGA banquet at the end of the spring semester.
- Section 4. The Staff Member of the Year Award is given annually by the SGA to an outstanding Staff member. The full body of SGA nominates five staff members for this award, and these five candidates are then voted on by the entire student body during the spring elections. The award is given out at the SGA banquet at the end of the spring semester.
- Section 5. The Student Government Association Member of the Year Award is given annually by the Student Government Association to an outstanding SGA member. This award is voted on by the Executive Council and given out at the SGA banquet.

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**APPENDIX C**

**Student Organization Assistance Program**

**Name:**

Student Organization Assistance Fund

**Purpose:**

- A. The Student Organization Assistance Fund shall exist through the Student Government Association (SGA) to aid campus organizations in the implementation of their events or programs.
- B. A portion of the budget that SGA receives each year will be set aside solely for the purpose of assisting campus organizations. The amount will be set by the SGA Executive Council and the Director of Student Activities and Community Service.
- C. To be eligible, the group requesting funds must be an officially recognized organization on campus and have a representative, usually the President, participate in the Presidents' Council.

**Offices:**

There shall be a Student Organization Assistance Fund Committee that shall consist of the following members:

SGA Treasurer – Chair

SGA President

SGA Advisor

A representative from each of the following types of campus organizations:

Religious Life

Greek

Service

Honor Organizations

Athletics

Other

This committee shall be in charge of reviewing each application that is submitted and determining an appropriate outcome.

**By-Laws:**

Any organization that wishes to request funds must adhere to the following guidelines:

- 1. The President of the organization (or member in charge, if there is no President) must request an application from the SGA Treasurer.
- 2. The application must be completed and turned in no later than one academic month before the funds are needed. The earlier that the funds are requested, the more likely SGA will have funds left to distribute.
- 3. The application will be reviewed by the Student Organization Assistance Fund Committee and the organization requesting funds will be notified of the committee's decision within two weeks of the submission.



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- F. Any organization that receives funds must adhere to the following steps when using their allocated funds:
- a. All monies spent must be well-documented and turned in to the SGA Treasurer. This includes all receipts or invoices, as well as written documentation of why the money was spent.
  - b. Failure to do this may result in, but is not limited to, being prohibited from being allowed to request funds in the future and being required to repay the funds granted.
  - c. Misuse of funds will not be tolerated, and any evidence of such misuse will result in referral to the Director of Student Activities and the Dean of Students.
- G. The funds will be distributed in a continuing manner throughout each semester. Half of the total amount will be allocated to each semester. Organizations are encouraged to plan and apply early since once the money is gone, it's gone.

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*Challenging the mind. Inspiring the soul.*

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